

**C. E. BREHM MEMORIAL PUBLIC LIBRARY
MINUTES—BOARD OF LIBRARY TRUSTEES
AUGUST 10, 2020**

President Ruthie Alexander called the Board to order at 7:02 PM. Members present were Director Bill Pixley, Assistant Director Esther Curry, President Ruthie Alexander, Valerie Davis, and Bob Metcalf. Present via ZOOM were Amanda Crider, Chad Curd, and Sharon Yearwood. Renee Jenkins was unable to attend. A quorum was present. The meeting was recorded.

Audience to Visitors: None.

Secretary's Report: Motion was made by President Ruthie Alexander to accept the July 14, 2020 Minutes. Seconded by Valerie Davis. Motion carried. ROLL CALL# 1 was approved 6-0.

Correspondence: Director Pixley informed the Board that a check for \$500 was received in memory of Mary Alice Parker. Books will be purchased with the monies and book plates applied to the books with Mary Alice Parker's name.

Treasurer's Report: The Treasurer's Report was given by Bob Metcalf. Balances were reported as follows for August 10, 2020:

Community First Bank	General Operating Cash	\$ 73, 420.11
	Working Cash Fund	\$199, 942.00
	Special Reserve Fund	<u>\$ 491,032.00</u>
	Total	\$764, 394.11

Motion to approve the Treasurer's Report for July 14, 2020, pay the July, 2020 bills, and move \$100,000.00 from Savings to Checking was made by Valerie Davis and seconded by Amanda Crider. Motion carried. ROLL CALL #2 was approved 6-0.

Director's Report: A correction was noted by Mr. Pixley in the July Circulation Report; the program attendance should have shown 303. Director Pixley reported that the first month's reopening of the Library due to Covid-19 was running smoothly.

Due to increasing numbers of Covid positives in Jefferson Co, Pixley wanted the Board's thoughts on the Library's stance if numbers increase. Asst. Director

Curry suggested dropping back to 20 patrons. Pixley, also, reported that \$500 had been received for the purchase of masks and gloves through a grant for libraries and museums to aid in Covid-19 prevention; and he is seeking monies from other such grants that are available. Amanda Crider wanted to know if any programming was being planned. Mr. Pixley stated that only the Adult Book Club had been planned for September but that a staff member had suggested a Game Day on-line in place of the regular Game Day. Chad Curd and Amanda Crider felt it important to continue planning activities for the public with safety in mind.

Staff Reports: Children's Librarian Melissa Burns submitted her monthly report. The Summer Reading program summary was provided and other ideas about fall programming were discussed within her report.

Report of Officers:

President: None

Treasurer's Report: None

Standing Committees:

Finance Committee Report: None

Personnel Committee Report: None

Policy Committee: None

Building and Grounds Report: Approval of the March 10, 2020, Building and Grounds minutes has been postponed until the September meeting.

Community Relations Committee Report: None

Illinois Heartland Library System Report: Assistant Librarian Esther Curry reported that IHLS interlibrary loans were up and running and will remain so. Things appear to be operating well within the System.

Shakespeare Foundation Report: None.

Annex: Amanda Crider inquired if the \$700,000 donation to the Library had been received yet. Mr. Pixley replied that although the monies were due in January, they had not been received, President Alexander stated she would like the donation to be placed in the Annex fund. Discussion continued on the Annex:

1. Do we still want an Annex? Is it needed? Do we have different ideas now vs. four years ago on the purpose of the Annex?
2. Should the VFW building be torn down? Make improvements to the parking lot?

After much discussion, the Board decided that there should be a committee formed to establish long term goals for the future of the Library and that the VFW property and the donated monies should be included in those goals.

Unfinished Business: Covid-19. Director Pixley stated that he had emailed the Illinois Dept. of Public Health website to each Trustee to keep the Board up-to-date on the Covid-19 virus in Jefferson County.

The Fall Festival and other programming events in September were discussed. As to the Fall Festival, the Director felt that since distancing was an issue with the children's booth, handing out literature to be prohibitive, and interaction with the public limited, it was a waste of time and money for the Library to participate this year as it had in the past. Discussion of the Library's participation in events and programs during the pandemic ensued. Some members felt the Library should continue regular Adult programming with some precautions and participate in community events such as the Fall Festival. Others expressed a more conservative approach at this time. Pixley stated that if the Board felt the Library should participate in the Fall Festival that he would do so and that if anyone would like to assist him, to let him know. As to adult programming, only the Adult Book Club will be meeting in September.

New Business: The Annual Report was submitted to the Board for approval. Bob Metcalf made the motion to approve the Annual Report. Ruthie Alexander seconded the motion. The motion carried. ROLL CALL #3 was approved 6-0.

Director Pixley stated that no one had requested a petition to put the Building and Grounds levy on the ballot so the levy automatically passes. The Board Secretary will have to sign the certificate.

Director Pixley had reviewed Chapters One and Two of **Serving Our Public 4.0** and pointed out areas that we might want to explore. Chapter One: 1) Tech Plan (expired 2019); 2) Long Range Plan (expired 2013); 4) Evaluation tool and evaluation of the Director; 5) Code of Ethics be placed in Policy Manual. Chapter Two: 1) Review Policy Manual regularly; 2) Review Material Selection and Circulation and Borrowing Privileges; 3) Board member training.

To meet requirements set forth in **Serving our Public 4.0**, it is necessary to place "Code of Ethics for Librarians" in the Library's Policy Manual. Valerie Davis made the motion to adopt the "Code of Ethics for Librarians" to be placed in our Policy Manual. Bob Metcalf seconded the motion. The motion carried. ROLL CALL #4 passed 6-0.

Closed Session: None.

Adjournment: A motion to adjourn was made by President Ruthie Alexander at 8:37 PM. The motion was seconded by Amanda Crider. Motion carried ROLL CALL #5 was approved 6-0.
