

**C. E. Brehm Memorial Public Library  
Minutes—Board of Library Trustees  
July 14, 2020**

President Ruthie Alexander called the board meeting to order at 7:04 PM. Present were Ruthie Alexander, Clyde Hall, Bob Metcalf, Sharon Yearwood, Library Director Bill Pixley, and Assistant Library Director Esther Curry. Present using ZOOM were Amanda Crider and Renee Jenkins. The necessary quorum was present. Guest Valerie Davis was also present.

The board conducted business through virtual meetings as outlined in Illinois Senate Bill 2135. On advice from the Attorney General's Office and the Public Access Counselor, the Board is using these procedures. The meeting was also recorded on ZOOM by Assistant Library Director Esther Curry.

**Audience to Visitors:** None.

**Secretary's Report:** Motion was made by Bob Metcalf to accept the June 9, 2020, minutes. Seconded by Amanda Crider. Motion carried. ROLL CALL #1 was approved 6-0.

**Correspondence:** None.

**Treasurer's Report:** The Treasurer's Report was read by Bob Metcalf. Balances were reported as follows for July 14, 2020:

Community First Bank	General Operating Cash	\$155,694.77
	Working Cash Fund	\$199,942.00
	Special Reserve	\$491,032.00
	Total	\$846,668.77

Motion to approve the Treasurer's Report for July 14, 2020, and pay the July bills was made by President Ruthie Alexander and seconded by Renee Jenkins. ROLL CALL #2 was approved 6-0. Director Bill Pixley requested \$100,000 to be transferred from savings to checking. President Alexander made the motion to transfer \$100,000 from Savings to the Checking account. Bob Metcalf seconded the motion. ROLL CALL #3 was approved 6-0. Director Pixley reported that the Library's CD had reached maturity. The earnings were deposited into Savings.

**Director's Report:** Director Pixley had several items to report to the Board. First, the Summer Reading Program is underway. As a result of the COVID-19

virus, the Children's Department was unable to use the normal format. Children's Librarian Melissa Burns offered the program virtually and successfully enrolled 116 children to the program. New this year were Adult and Teen programs. These programs, as well, are using virtual programming. Forty-five adults and eighteen teens are enrolled.

Mr. Pixley noted that the Library normally receives \$47,000 each year from the state to buy books and other materials. Usually as part of the Per Capita Grant, the Board has to review certain chapters of **Serving our Public: Standards for Illinois Public Libraries**. This year the Board must review all the chapters. He suggested reviewing a few chapters every meeting to complete this requirement. Bill wanted all Trustees to read Chapter 2 concerning trustees. He reminded the Board that we must show we are making progress toward these standards.

Mr. Pixley also reminded the Board that his evaluation is coming up. An evaluation form will be provided to the Board.

Last of all, a minor addition must be added to Brehm's Policy Manual. Specific ALA documents need to be placed in the Manual.

**Staff Reports:** Children's Librarian Melissa Burns provided her June report on the Children's Department early so it could be received before the Board meeting. Melissa went into detail on the various options she was providing children as part of the virtual Summer Reading program. She also has received IDNR educational materials from the Fairfield Library which she is inventorying.

**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 Committee:** Approval of the Minutes of the March 10, 2020, Building and Grounds Committee has been postponed until the August meeting.

**Community Relations Committee Report:** None

**Illinois Heartland Library System Report:** Assistant Director Esther Curry reported that OCLC, the pick up and delivery of books between IHLS participating libraries, is now operating.

**Shakespeare Foundation Report:** None

**Annex:** None.

**Unfinished Business:** Director Pixley reported on the continued reopening of the Library. As of July 30, 2020, the Library will increase the number of patrons in the Library from twenty to thirty; computers available for patrons at one time will increase from four to six; and masks are still required and will be given to those who do not have them. The Director informed the Board that no complaints from patrons over the Covid-19 changes have been made. Pixley was still wanting answers to several COVID-19 health questions concerning exposure and closing the Library from the Health Department. Sharon Yearwood will try to get further information from the Health Department and report back to Mr. Pixley.

**New Business:** Director Pixley presented the third and final Draft of the 2020-21 Budget for review. He stated there are few changes from the previous Draft #2—less than \$5000 in totality—and that these numbers will be as good as they are going to get until the audit in September. President Alexander made a motion to accept the final draft of the Budget for 2020-2021. Amanda Crider seconded the motion. ROLL CALL #4 was approved 6-0.

The Director stated that utilities which are now being billed monthly may or may not be adjusted in the future.

The annual review of Board Minutes was conducted by Bob Metcalf and President Ruthie Alexander.

Action on asphaltting the parking lot was tabled pending a thorough examination of the parking lot.

President Ruthie Alexander read Clyde Hall's resignation from the Brehm Library Board of Trustees. Clyde's resignation was accepted with great regret by the Board. Mr. Hall's expertise and enthusiasm will truly be missed. President Alexander made a motion to replace Clyde Hall as secretary of the Board with Sharon Yearwood. The motion was seconded by Bob Metcalf. ROLL CALL #5 was approved 5-0. The President then introduced Valerie Davis to the Board.

Alexander made a motion to approve Valerie Davis as a Trustee to the C. E, Brehm Memorial Public Library. Sharon Yearwood seconded the motion. ROLL CALL #6 carried 5-0.

Director Pixley wanted to know the Boards' opinion on closing the Library on Election Day, November 3, 2020. Renee Jenkins commented that she felt it unnecessary to close at this time. Esther Curry responded that most government closures on election day were a result of polling places being held at that facility. Amanda Crider said she felt employees had ample time to vote. The consensus of the Board was to keep the Library open on Election Day, November 3, 2020.

**Closed Session:** None.

**Adjournment:** A motion to adjourn was made by President Alexander at 7:40 PM. Seconded by Valerie Davis. ROLL CALL # 7 was approved 6-0.

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