

**C. E. Brehm Memorial Public Library
Minutes—Board of Library Trustees
October 13, 2020**

President Ruthie Alexander called the board meeting to order at 7:05 PM. Present in person were Alexander, Valerie Davis, Bob Metcalf, and Sharon Yearwood. Present on Zoom were Amanda Crider, Renee Jenkins, Director Bill Pixley and Assistant Director Esther Curry. A necessary quorum was present. The meeting was recorded.

Audience to Visitors: None.

Secretary’s Report: Motion was made by Bob Metcalf to accept the September 8, 2020, Minutes. Seconded by Amanda Crider. Motion carried. ROLL CALL #1 was approved 6-0.

Correspondence: President Alexander acknowledged that she had received an appeal of Property Taxes from Big M C.

Treasurer’s Report: Bob Metcalf read the Treasurer’s Report. Balances were reported as follows for October, 13, 2020:

Community First Bank	General Operating Cash	369,580.81
	Working Cash	199,942.00
	Special Reserve	<u>541,211.00</u>
	Total	\$1,110,733.81

Motion to approve the Treasurer’s Report for October 13, 2020, pay October bills, and move \$300,00 from Checking to Savings, was made by Sharon Yearwood. Renee Jenkins seconded the motion. Motion carried. Roll Call #2 was approved 6-0.

Director’s Report: Director Pixley reported that the first payment from Property Taxes was received—\$493,000. This was \$60,000 more than last year. He also acknowledged Bernard Morris for doing a very good job power washing the building.

Staff Reports: Director Pixley noted that the Children’s Department Report would be submitted at a later date as the Melissa Burns had been ill.

Report of Officers:

President: None

Treasurer: None

Standing Committees:

Finance Committee Report: None.

Personnel Committee Report: None.

Policy Committee Report: None.

Building and Grounds Committee Report: None.

Community Relations Committee Report: None.

Illinois Heartland Library System Report: None.

Shakespeare Foundation Report: Bob Metcalf reported that the Shakespeare Foundation would be meeting October 19, 2020, with the purpose of organizing their fund raising campaign.

Annex: Amanda Crider asked about the status of the Betsy Smith donation to the Library. Director Pixley reported that the monies from Betsy Smith's IRA had been placed in the Library's account, but the main legacy (\$730,000) had not. He noted that he was having little success with getting main legacy funds transferred to the Library account.

Crider also asked about forming a committee to develop short and long term plans for the Library. President Alexander stated she wanted to fill the vacancy on the board so we would have a full board before beginning those plans.

Sharon Yearwood asked about forming an internal Annex committee in January.

Director Pixley noted that at present there were no monies for the Annex.

President Alexander stated that we should begin looking at options for when we receive those monies. Amanda Crider agreed to be the Chair of an internal Annex committee. Director Pixley will put formation of an internal Annex committee on November's agenda.

Unfinished Business:

Coronavirus and the Library: Director Pixley presented updated procedures from the Illinois Heartland Library System and Attorney Phil Lenzini on dealing with the Covid-19 virus in library facilities. Pixley explained that he and Esther were isolating, at present, until testing on a person exposed to Covid-19 and in contact with both, had received test results.

Director Pixley set December 8, 2020, at 6:30 PM for the Policy Committee to meet to review policy concerning borrowing privileges and circulation and make changes if needed. Valerie Davis and Renee Jenkins serve on that Committee.

Parking Lot Paving: Bob Metcalf asked to be excused before the paving project was discussed. Renee Jenkins had researched resurfacing vs. tearing out and adding a new surfaced. From what she found she felt confident that adding two inches to the present lot would be a very acceptable way of dealing with the issue as there were no great problems with the surface. Director Alexander said the current surface had held up well and she felt the lot didn't need to be "ripped out and start over." The bid proposed by E T Simonds was only for total resurfacing and laying a three inch surface. JAX's bid was for resurfacing with two inches of new surface. Renee Jenkins made the motion to accept JAX's bid of August 7, 2020, to resurface the parking lot by adding two inches of surface with rumble strips being added to the bid. Alexander seconded the motion. Motion carried. ROLL CALL# 3 was approved 5-0 with Bob Metcalf abstaining.

The Holiday Schedule for Brehm Library Closings, 2021, was presented by Director Pixley. Valerie Davis made the motion to accept the Holiday Schedule 2021.

Renee Jenkins seconded the motion. The motion carried. ROLL CALL#4 was approved 6-0.

The Technology Plan was in good shape with a few minor changes needed stated Director Pixley. Valerie Davis made the motion to accept the submitted Technology Plan. Bob Metcalf seconded the motion. The motion carried. ROLL CALL #5 was approved 6-0.

New Business:

Director Pixley readdressed closing the Library on Election Day, November 3, 2020. As a result of Library Attorney Linzini's position, and that this is for the 2020 election only—not a precedent—and that we receive government monies, Amanda Crider made a motion to close the Library on Election Day, November 3, 2020. Valerie Davis seconded the motion. The motion carried with Bob Metcalf casting a descending vote. ROLL CALL #6 was approved 5-1.

Director Pixley presented the Annual Audit for FY 2019/2020 Fiscal for final approval. Ruthie Alexander made the motion to approve the Annual Audit as presented to the Board. Renee Jenkins seconded. The motion carried. ROLL CALL #7 was approved 6-0.

The first reading of the Budget was presented. Director Pixley noted that Clyde Hall was still listed as Secretary and needed to be changed. The Board will be

available to the public for questions on the presented budget before the next Board Meeting, November 10, 2020, at 6:30 PM

Reorganization of committee assignments will not be completed until the Board is complete.

The Board reviewed Chapters 6, 7, and 8 of "Serving our Public" under the direction of Director Pixley. Under Chapter 6, the Director stated the Library needs renewing of CPR certificates. Due to Covid-19 this is being delayed. A maintenance plan checklist is being put together by Director Pixley and two staff members. Security is being reviewed. Chapter 7 shows the Library may need an internal survey of some sort. Chapter 8 shows Brehm Library meeting or exceeding all requirements. Director Pixley has sent out two evaluation tools to be used for his evaluation. The Personnel Committee of Renee Jenkins and Sharon Yearwood, and Assistant Director Esther Curry will work on the evaluation.

Director Pixley advised the Board that he will be upgrading the security camera on Third Floor as this will be within his spending capacity.

Closed Session: None.

Adjournment: Motion to adjourn was made by Valerie Davis. Seconded by Ruthie Alexander. The motion carried. ROLL CALL #8 was approved 6-0. The meeting was adjourned at 8:25 PM.
