

**C. E. Brehm Memorial Public Library
Minutes—Board of Trustees
September 8, 2020**

Vice-President Amanda Crider called the meeting to order at 7:15 PM. Present were Valerie Davis, Renee Jenkins, Bob Metcalf, Sharon Yearwood, Library Director Bill Pixley, and Library Asst. Director Esther Curry. President Alexander arrived shortly and thanked Amanda for starting the meeting for her. Board member Chad Curd was absent. A quorum was present.

Audience to Visitors: None

Secretary's Report: Motion was made by Bob Metcalf to approve the August 10, 2020, board minutes. Seconded by Valerie Davis. Motion carried. Roll Call #1 was approved 6-0.

Correspondence: Director Pixley stated that the Library had received \$47,397.50 from the Per Capita Grant. Asst. Director Curry stated that she had been contacted by the Round Table Group along with John Howard and his daughters, wanting to establish a memorial for Ann Howard.

Treasurer's Report: Balances were reported as follows for September, 2020:

Community First Bank	General Operating Cash	83,840.61
	Working Cash Fund	99,942.00
	Special Reserve	<u>541,211.00</u>
	Total	\$724,993.61

At the start of the new Fiscal Year, \$100,000 was removed from the Working Cash Fund to have a positive cash flow of \$199,942.00. A motion was made by Bob Metcalf to accept the Treasurer's Report and to pay the September, 2020, monthly bills. Seconded by Valerie Davis. The motion carried. Roll Call #2 was approved 6-0. No transfer of funds was needed at this time.

Director's Report: Director Pixley restated that we had received the Per Capita Grant.

Staff Reports: President Alexander stated that she had read the Children's Report and was impressed with the virtual September Story Time, craft kits and sign-up month Bingo.

Report of Officers:

President : None

Treasurer: None

Standing Committees:

Finance: None

Personnel: None

Policy: None

Building and Grounds: None

Community Relations: None

Illinois Heartland Library System Report: None

Shakespeare Foundation Report: Bob Metcalf stated that he had looked over the new financial report and that the investments had peaked out at \$630,000, but were now at \$580,258.45.

Annex: Amanda Crider stated that a committee should be formed to develop a short and long term plan for the old VFW Building and lot.

Unfinished Business:

Covid-19: Director Pixley stated that Jefferson County is no longer under “Warning” status. Amanda Crider asked about curb-side service for patrons. The Director stated that it would continue month by month as needed. Due to the darkness, the hours have been shortened to 6:00 PM Monday thru Thursday. Asst. Director Curry informed the group that even though curb-side is still offered, it is not being used as much now. Amanda also asked about plans for programs for the public. Pixley replied that Melissa Burns and April Kohute were offering remote programming and that the Adult Book Club was still on-going.

New Business: With regret, President Alexander read Board member Chad Curd’s letter of resignation. A motion was made by Bob Metcalf to approve the resignation of Mr. Curd. Sharon Yearwood seconded. The motion carried. Roll Call #3 was approved 6-0. President Alexander stated she will begin her search for a new Board member. She also stated that she is juggling committee assignments. At this time she is appointing Valerie Davis to Policy and Community Relations committees. The committees can still do their work with no other changes at this time.

Review of Chapters 3, 4, 5 from “Serving our Public was led by Director Pixley. Bill felt the Library was “pretty much fine” for Chapters 3 and 4. Chapter 5 will need some work on the Capital Assets Plan. This is the Library Director’s responsibility but Mr. Pixley would also like to meet with the Buildings and Grounds committee. The plan will be approved at the October, 2020, meeting. The plan does not need committee approval. An update is needed for the Technology Plan as well. Esther Curry stated she was already working on updating versions of software the Library is now using. The Tech Plan will be reviewed and changes will be made as needed. The Tech Plans will be put on the October, 2020, agenda for approval, as well.

Two bids were received for the parking lot repaving. Before the bidding was discussed, Amanda Crider asked how badly was the project needed and could it be done in two parts. Bob Metcalf stated it could be done in two parts. Director Pixley stated that in several areas there are depressions which could cause falls or twisted ankles. Board member Metcalf excused himself while the remaining members discussed the bids. One bid was for a three inch thickness (E T Simons) and the other for a two inch thickness (JAX). The director was asked to get new bids from the two companies each doing a bid for a two inch thickness and a three inch thickness. Renee Jenkins figured the three inch thickness would last 12 years while two inch would last five and a half years. Metcalf was asked to return to the meeting.

In 2021, Ruthie Alexander, Bob Metcalf, and Valerie Davis will be up for re-election to the Board. September 22 signature sheets could be picked up. Requirements were reviewed.

The first reading of Closing Dates 2021 for the Library was reviewed. President Alexander noted that the dates for the Harvest Festival were incorrect. The dates were corrected.

Closed Session: None

Adjournment: Motion to adjourn was made by Sharon Yearwood. Seconded by Bob Metcalf. The motion carried. Roll Call #4 was approved 6-0. The meeting was adjourned at 8:58 PM.
