

**C. E. Brehm Memorial Public Library  
Minutes – Board of Trustees  
December 8, 2020**

President Ruthie Alexander called the regular monthly meeting to order at 7:05 PM. Present were: President Alexander, Valerie Davis, and Treasurer Bob Metcalf. Present by ZOOM were : Amanda Crider, Renee Jenkins, Secretary Sharon Yearwood, Director Bill Pixley, and Assistant Director Esther Curry. The necessary quorum was present and the meeting was recorded.

**Audience to Visitors:** None.

**Secretary’s Report:** As no corrections were made to the Secretary’s Report, Bob Metcalf made the motion to approve the Secretary’s Report of December 8, 2020, as read. President Alexander seconded the motion. The motion carried. ROLL CALL#1 was approved 6-0.

**Correspondence:** Director Pixley informed the Board that he had received a letter from City Manager Mary Ellen Bechtel stating that the city of Mt. Vernon was discussing extending the TIF District from 23 years to 35 years.

**Treasurer’s Report:** Treasurer Bob Metcalf presented the Treasurer’s Report. Balances for December 8, 2020, were as follows:

Community First Bank	General Operating Cash	660,404.00
	Working Cash	199,942.00
	Special Reserve	<u>541,211.00</u>
	TOTAL	1,401,557.00

Bob Metcalf made the motion to approve the Treasurer’s Report December 8, 2020; pay December, 2020, bills; and transfer \$350,000 from Checking to Savings. Valerie Davis seconded the motion, The motion carried. ROLL CALL #2 was approved 6-0.

**Director’s Report:** Director Pixley reported that the parking lot repair, asphaltting, and striping had been successfully completed. The stone work repair to the front of the building had also been completed successfully. Pixley also reported that a \$500 grant for PPE and another \$4,000 grant for the purchase of new books had both been received by the library. The Betsy Smith Trust had gifted the library \$765,000. The check was received with gratitude and much appreciation. A press release will be forthcoming.

**Staff Reports:** A report from the Children’s Department was submitted to the Board by Melissa Burns.

**Report of Officers:**

President : None.

Treasurer: None

**Standing Committees:**

Finance: None.

Personnel: None.

Policy: The Policy Committee met previous to tonight's board meeting. Borrowing privileges and material selection policies were reviewed. Director Pixley will make the necessary changes to these policies for Board approval at the January, 12, 2021 meeting.

Building and Grounds: None.

Community Relations: None.

**Report from Illinois Heartland Library System:** None.

**Report from the Shakespeare Foundation:** Treasurer Metcalf reported that donation letters had been sent out. He also noted that he was very appreciative of Robin Sowers efforts in stamping and stuffing the donation requests. Donations are already being received.

**Annex Report:** The newly formed Annex Committee will meet at 6:00 PM prior to the regular Board meeting in January. Amanda Crider will chair the meeting.

**Unfinished Business:** Director Pixley informed the Board that some staff members were concerned about staff safety amid the current uptick of Covid- 19 cases in Jefferson County. Cleaning protocols, number of patrons coming into the library daily, number of staff members who have caught Covid -19 while at the library, and the loss of part-time staff if the library closed were among the things discussed. The Board acknowledged that the staff's concerns were truly understandable, but reaffirmed the Director's present position on remaining open.

**New Business:** Director Pixley presented Ordinance # 4—"Annual Report of Receipts and Distributions for 2020"—for review and approval. This information is required to be released for local publication every December. Motion to accept the report was made by Renee Jenkins and seconded by Valerie Davis. The motion carried. ROLL CALL#3 was approved 6-0.

Director Pixley also presented a resolution to authorize the payment of bills in 2021 by the Board President in the event that: 1) there is not a quorum of the Board present; or 2) the meeting was canceled. These bills will be reviewed at the next board meeting. President Alexander made a motion to approve the resolution. Valerie Davis seconded the motion. The motion carried. ROLL CALL# 4 was approved 6-0.

The dates for the 2021 board meetings were presented by the Director. The dates were acceptable to the Board and will be published for the public.

Security Alarm will be providing outdoor safety cameras for the front of the building and the back parking lot. The Shakespeare Foundation provided monies for this project.

The new Johnson Controls contract was presented to the Board. The new three year contract will increase by \$400 a year for the next three years. At present, Johnson Controls is one of few companies that are still equipped to work on our very aging boiler system. Motion to approve the 3 year contract with Johnson Controls was made by Amanda Crider and seconded by Valerie Davis. The motion carried. ROLL CALL#5 was approved 6-0.

The review of Chapters 10 and 11 of "Serving our Public 4.0" was conducted by Director Pixley. Pixley stated that last month he only covered Chapter 9, not 9 and 10. Chapters 10 and 11 will be covered at this meeting. Chapter 10 concerns the Children's Department which clearly meets all the requirements. Chapter 11 concerns the Young Adult/Youth Department. This area is currently a work in progress. At present, the policies in this area are limited, There is no Young Adult/Youth librarian as there is also no space available at this time.

**Closed Session:** None.

**Adjournment:** A motion to adjourn the meeting was made by President Ruthie Alexander. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL#6 was approved 6-0. The meeting was adjourned at 7:57 PM by President Alexander.

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