

**C. E. Brehm Memorial Public Library  
Minutes—Board of Library Trustees  
November 10, 2020**

**Budget Open for Public Review: 6:30—7:00 PM.**

**The Budget Review was recorded.**

**Present:** Ruthie Alexander, President  
Valerie Davis  
Bob Metcalf  
Esther Curry, Asst. Director  
Bill Pixley, Director

**Present by ZOOM:**

Amanda Crider  
Renee Jenkins  
Sharon Yearwood

**Visitors:** None.

President Ruthie Alexander called the regular monthly meeting to order at 7:00 PM. All board members were present as listed above. The necessary quorum was present. The meeting was recorded.

**Audience to Visitors:** None.

**Secretary’s Report:** Motion was made by Bob Metcalf to accept the October 13, 2020, Minutes with the amended number on Page Two of Annex section to “(730,000).” Valerie Davis seconded the motion. Motion carried. ROLL CALL #! was approved 6-0.

**Correspondence:** Director Bill Pixley noted that he had received two pieces of correspondence he would like to share. First, Director Pixley stated that he had received a letter from Emling & Hoffman, P.C., the Library’s Certified Public Accountants. The letter was to inform the Library that their firm had merged with Rice Sullivan, LLC. This merger would not change our audit agreement according. Secondly, a “thank you” note was received from a patron praising Priya Nair’s assistance in genealogy.

**Treasurer’s Report:** Bob Metcalf presented the Treasurer’s Report. Balances were reported as follows for November 10, 2020:

Community First Bank	General Operating Cash	307,639.00
	Working Cash	199,942.00
	Special Reserve	<u>541,211.00</u>
	TOTAL	\$1,048,792.00

Motion to approve the Treasurer’s Report for November 10, 2020, pay November 2020, bills, and transfer \$80,000 from Savings to Checking was made by Ruthie Alexander and seconded by Valerie Davis. Motion carried. Roll Call# 2 was approved 6-0.

**Director’s Report:** Director Pixley reported that he had received \$250 from the Mt. Vernon Business Women’s Club for the purchase of books in memory of Jacqueline Ross, former Children’s Librarian. Also, the organization will be presenting a plaque in December for the

Third Floor in memory of Ms. Ross's many years of service on that floor. Mr. Pixley also commented that the Library would be receiving monies from the Betsy Smith Estate after her heirs receive their monies.

**Staff Reports:** Melissa Burns submitted a copy of the Children's Department report.

**Report of Officers:**

President: None.

Treasurer's Report: None.

**Standing Committees:**

Finance: None.

Personnel: None.

Policy: None.

Building and Grounds: None.

Committee Relations: None.

**Illinois Heartland Library System Report: None**

**Report from Shakespeare Foundation:** Bill Metcalf reported that \$15,000 had been gifted to the Library by the Shakespeare Foundation. It was noted that Andy McMillan Construction was completing brick and stone work on the Library now. This Library repair had been funded by the Shakespeare Foundation's gift from 2019. Bob also reported that fund raising had begun for the Foundation.

**Annex:** None

**Unfinished Business:**

President Ruthie Alexander made a motion to approve the Budget Ordinance as presented.

The motion was seconded by Valerie Davis. The motion carried. ROLL CALL #3 was approved 6-0.

**New Business:**

Director Pixley would like to change the closing date on December 23, 2020, to 5:00 PM instead of the usual 8:00 PM closing. This is for 2020 only. Lack of patrons was the reasoning behind the change. Bob Metcalf made the motion to approve the time change only for December 23, 2020.

Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #4 passed 6-0.

Amanda Crider made the motion to approve the Levy Ordinance as presented. Valerie Davis seconded the motion. The motion carried. ROLL CALL# 5 was passed 6-0.

Chapters 9 and 10 of SERVING OUR PUBLIC 4.0 were reviewed. Director Pixley made note that in Chapter 10—Continuing Education—he would like to see more staff participation. Amanda Crider offered several ideas to the Director.

Director Pixley presented changes to the Board Policy Manual that would update or clarify language in the following sections: Drug and Alcohol Free Library Policy, Training Period for Employees, Staff Orientation and Training, and Vacation Policy. President Alexander made a

motion to approve changes in the Policy Manual proposed by Director Pixley. Bob Metcalf seconded the motion. The motion carried. ROLL CALL # 6 was passed 6-0.

An internal Annex committee will begin in January, 2021, with the purpose of discussing future plans for an Annex. Amanda Crider will chair the committee. Sharon Yearwood will also be on the committee. Both the Director and Assistant Director will be available to the committee for assistance or advice.

The Personnel Committee will meet in the first quarter of 2021 for the purpose of evaluating Director Pixley. An exact date has yet to be set.

**Closed Session:** None.

**Adjournment:** A motion to adjourn the meeting was made by Valerie Davis. President Alexander seconded the motion. The motion carried. ROLL CALL # 7 carried 6-0. The meeting was adjourned at 7:43 PM.

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