

**C. E. Brehm Memorial Public Library  
Minutes—Board of Trustees  
January 12, 2021**

President Ruthie Alexander called the meeting to order at 7:03 PM. Present were President Alexander, Valerie Davis, Bob Metcalf, Director Bill Pixley, and Assistant Director Esther Curry. Present on ZOOM were Amanda Crider, Renee Jenkins, and Sharon Yearwood. The necessary quorum was present and the meeting was recorded. President Alexander then introduced the newest member to the Board—Linda Woodrome. Alexander gave a brief biography of Linda and her family. Director Pixley administered the Oath of Office to Woodrome, and welcomed her to the Board.

**Audience to Visitors:** None.

**Secretary’s Report:** The Secretary’s Report was submitted. Two changes were made to the Minutes. Bob Metcalf made the motion to approve the January 12, 2021, minutes as amended. Amanda Crider seconded the motion. The motion carried. ROLL CALL#1 was approved 7-0.

**Correspondence:** Director Pixley stated he had received two pieces of correspondence. The first was from the Clerk of the Board of Review stating that Heritage Woods of Mt. Vernon had filed a tax appeal. The second from a patron complimenting the Library’s “Homework Help” websites. As a student teacher these sites had helped her greatly in preparing her lessons.

**Treasurer’s Report:** Treasurer Bob Metcalf presented the Treasurer’s Report. Balances for January 12, 2021, were as follows:

Community First Bank	General Operating Cash	1,312,079.00
	Working Cash	199,942.00
	Special Reserve	<u>541,211.00</u>
	Total	\$2,053,232.00

Metcalf stated it might be wise to transfer \$600,000 from the Checking Account to the Savings Account. Renee Jenkins made a motion to accept the January 12, 2021, Treasurer’s Report; pay the January, 2021, bills; and transfer \$600,000 from Checking to Savings. Amanda Crider seconded the motion. The motion carried. ROLL CALL#2 was approved 7-0.

**Director’s Report:** Director Pixley reported that Glenda Hutchison moved to the Coordinator III position as she had 16+ hours in cataloguing for the 2020 year. Also, Pixley stated that the Library Children’s Department had received another generous contribution of \$600 for Michael’s Corner, an area for 1-3 year olds.

**Staff Reports:**

Melissa Burns submitted her monthly report for the Children’s Department.

**Report of Officers:**

President: None.

Treasurer: None.

**Standing Committees:**

Finance Committee: None.

Personnel Committee: None.

Policy Committee:

The minutes of the Policy Committee for December 8, 2020, were presented. Valerie Davis made a motion to approve; Bob Metcalf seconded the motion. The minutes were approved.

Building and Grounds: None.

Community Relations: None.

**Report from the Illinois Heartland Library System:** Assistant Director Curry stated that IHLS was seeking nominees for two seats on the current board. The nominees needed to be board trustees. Curry said to let her know if anyone was interested.

**Report from the Shakespeare Foundation:** Bob Metcalf reported that the Annual Campaign Drive had received \$11,075 since the fundraiser started in December, 2020. The Endowment Fund reported a total of \$596,320.15 at the end of December, 2020.

**Report from Annex Committee:** Amanda Crider, Chair, said the committee was open to any ideas concerning the Annex project. The main goal is adding additional space to the library.

**Unfinished Business:** None.

**New Business:** Director Pixley announced that he and Assistant Director Curry had prepared a video for the Board to view on Sexual Harassment. After viewing, the Board members should fill out a completion form and e-mail or give to him. The video takes thirty minutes to view.

Under the Open Meetings Act, the Board must review the Closed Session Minutes annually. Valerie Davis and Bob Metcalf reviewed the minutes and it was decided not to release the Closed Session Minutes at this time.

Director Pixley reminded the Board members to send their Statements of Economic Interest and OMA certificates to him when completed.

Chapters 12 and 13 of "Serving our Public" were reviewed. Under Chapter 12, Director Pixley recommended that the Board schedule an internet acceptable use policy review in February. Chapter 13 concerned Marketing.

Pixley stated that several staff members take care of the marketing efforts. The Library does not have a formal plan for this.

Director Pixley said he had found several errors in the Policy Manual while developing the Employee Handbook.

The Director or Assistant Director were referred to as “Administrative Librarian” or “Assistant Librarian” and he would like Board permission to change the terms as he comes across them in the Policy Manual. In the “Staff Computer Use Policy”, “work stations or computers” replaces the word “machines.” In “Vacation Policy” wording needs to be clarified and old policy removed and current policy inserted. “Travel and Conference Policy” changes ILA and ALA memberships. President Alexander made a motion to approve the policy changes and Amanda Crider seconded the motion. The motion carried. ROLL CALL# 4 passed 7-0.

**Closed Session: None.**

**Adjournment:** A motion to adjourn the meeting was made by Ruthie Alexander. Linda Woodrome seconded the motion. The motion carried. ROLL CALL# 5 was approved 7-0. The meeting was adjourned at 7:55 PM by President Alexander.

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