

**C. E. Brehm Memorial Public Library  
Minutes—Board of Library Trustees  
February 9, 2021**

President Ruthie Alexander called the meeting to order at 7:00 PM. Present were Alexander, Bob Metcalf, Linda Woodrome, Director Bill Pixley, and Assistant Director Esther Curry. Present on Zoom were Amanda Crider, Valerie Davis, Renee Jenkins, and Sharon Yearwood. The necessary quorum was present. The meeting was recorded.

**Audience to Visitors:** None.

**Secretary’s Report:** The Minutes for January 12, 2021, were submitted for review. There were no changes made. President Alexander made a motion to approve the Minutes presented and Linda Woodrome seconded the motion. The motion carried. ROLL CALL #1 was approved 7-0.

**Correspondence:** Director Pixley stated that he had received a “Thank You” note from Rome Meadows.

**Treasurer’s Report:** Treasurer Bob Metcalf presented the Treasurer’s Report. Balances for February 9, 2021, were as follows:

Community First Bank	General Operating Cash	1,240,152.00
	Working Cash	199,942.00
	Special Reserve	<u>541,211.00</u>
	Total	\$1,981,305.00

Metcalf stated he had reviewed the bills and everything appeared to be in line. President Alexander inquired about placing some monies in a CD. It was decided that \$500,000.00 (General Operating Cash) would be placed in a two-year CD. Alexander will check CD rates. Renee Jenkins made a motion to accept the Treasurer’s Report, to approve paying the February, 2021, bills and to move \$500,000.00 to a two-year CD. Valerie Davis seconded the motion. The motion carried. ROLL CALL #2 was approved 7-0.

**Director’s Report:** Director Pixley informed the Board that Children’s Librarian Melissa Burns had taken a new position as librarian at Big Muddy Prison. She will be leaving her post on February 27, 2021. He stated that he had posted the opening for a new Children’s Librarian on Facebook and the IHLS website. President Alexander stated that Melissa will be greatly missed.

**Staff Reports:**

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

**Report of Officers:**

President: None.

Treasurer: None.

**Standing Committees:**

Finance: None

Personnel: None.

Policy: The Policy Committee read, reviewed, and approved the Internet Access Policy. This is required for the Per Capita Grant.

Building and Grounds: None.

Community Relations: None.

**Report from the Shakespear Foundation:** Bob Metcalf reported that recent Fund Drive had been very successful in raising \$14,000 in donations. He stated that \$14,004.26 had been placed in I-Share Trusts at 4% per \$10,000.00.

**Report from Annex Committee:** Amanda Crider, Annex Chair, presented the Annex Committee Minutes for January 12, 2021, and for February 3, 2021, A motion to approve the January 12, 2021, and February 3, 2021, was made by Amanda Crider. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #3 was approved 2-0.

**Unfinished Business:** Director Pixley reminded the board members to complete the OMA training and submit their statements of Economic Interest.

**New Business:** After a brief discussion of the Fire Alarm Upgrade by Security Alarm, President Alexander made a motion to approve the proposal by Security Alarm as presented. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #4 was approved 7-0.

Bob Metcalf made the motion to approve changing the language of "Librarian" to "Director" in the Policy Manual. Also to change "Assistant Librarian" to "Assistant Director." President Alexander seconded the motion. The motion carried. ROLL CALL #5 was approved 7-0.

The Personnel Committee will meet February 23, 2021, at 5:00 PM via Zoom.

**Closed Session:** None.

**Adjournment:** A motion to adjourn the meeting was made by President Alexander. Renee Jenkins seconded the motion. The motion carried. ROLL CALL #6 was approved 7-0. The meeting was adjourned at 7:40 PM.

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