

C. E. BREHM MEMORIAL PUBLIC LIBRARY
MINUTES—BOARD OF LIBRARY TRUSTEES
May 11, 2021

President Ruthie Alexander called the meeting to order at 7:10 PM. Present at the meeting were President Alexander, Valerie Davis, Bob Metcalf, Linda Woodrome, Sharon Yearwood, Director Bill Pixley, and Assistant Director Esther Curry. Present by ZOOM were Amanda Crider and Renee Jenkins.
The meeting was recorded.

AUDIENCE TO VISITORS: None.

OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES: The Oath of Office was administered to Ruthie Alexander, Valerie Davis and Bob Metcalf. Each will serve a six-year term of office.

ELECTION OF OFFICERS: By acclamation, the Board will maintain the current slate of officers: President—Ruthie Alexander, Vice President—Amanda Crider, Treasurer—Bob Metcalf, and Secretary—Sharon Yearwood. This motion to retain the present slate of officers was made by Linda Woodrome and seconded by Valerie Davis. The motion carried. ROLL CALL #1 was approved 7-0.

SECRETARY’S REPORT: The April 13, 2021 minutes were presented to the Board. President Alexander made a motion to accept the minutes as presented. Valerie Davis seconded the motion. ROLL CALL # 2 was approved 7-0.

CORRESPONDENCE; Property Tax Appeal Notifications were presented by Director Pixley. Pixley noted that the number of appeals had increased this year. President Alexander inquired of Pixley if the Board needed to do anything about the appeals. Pixley replied that nothing needed to be done.

TREASURER’S REPORT: The financial report was presented by Treasurer Bob Metcalf. Balances were as follows as of May 11, 2021:

Community First Bank	General Operating Fund	1,069,279.00
	Working Cash Fund	199,942.00
	Special Reserve	<u>541,211.00</u>
	TOTAL	\$1,810,432.00

Metcalf asked Pixley if a transfer of monies was needed. Pixley replied that \$125,000 should be transferred from Savings to Checking. President Alexander made a motion to accept the May 11, 2021 report; to pay the May, 2021 bills; and to transfer \$125,000 from Savings to Checking. Linda Woodrome seconded the motion. The motion carried. ROLL CALL# 3 was approved 7-0.

DIRECTOR’S REPORT: Director Pixley stated that he was still in the process of securing a Children’s Librarian. He stated he would actually be interviewing a candidate the next day. He informed the Board that a game and puzzle collection had begun circulating May 1, 2021.

STAFF REPORTS:

President: None.

Treasurer: None

Standing Committees:

Finance: None.

Personnel: None

Policy: None.

Building and Grounds: None.

Community Relations: None

ANNEX COMMITTEE REPORT: Minutes of the May 3, 2021 Annex Committee were provided to the Board. Amanda Crider made a motion to accept those minutes as presented. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL # 4 was approved 2-0. Crider stated the recommendation from the Annex Committee, after a five month review of facts and figures, was to build new. She continued that this meant to build the original Annex building previously discussed or to build a more scaled back building.

ILLINOIS HEARTLAND LIBRARY SYSTEM: Asst. Director Curry stated she had nothing to report. Sharon Yearwood stated that she had viewed two ZOOM sessions for Trustees presented by the IHLS. Valerie Davis had viewed one. The FOCUS sessions keep trustees up-to-date on current public library issues and ideas.

SHAKESPEARE FOUNDATION REPORT: Bob Metcalf reported that the total value of the Foundations' investment portfolio was impressive. Linda Woodrome inquired about the purpose of the Foundation. Metcalf gave a short history of the Foundation and its purpose: John and Sylvia Howard started the Foundation. Each year the interest earnings are used to provide extra monies to the Library for special needs. Donations to the fund are sought each year. All accounting is provided at no expense to the Foundation by Bill Howard.

UNFINISHED BUSINESS: Director Pixley stated that the State of Illinois website had been hacked and was, to date, not up and running. Those seeking to renew OMA Training would need to keep checking the site.

President Alexander had spoken with Andy McMillan and Pam Dodson concerning the updated costs to the former Annex project. McMillan's previous price quote on the Annex was 2.1 million dollars; to build now would be 2.6 million dollars. The new price would average \$303 per square foot. Amanda Crider, Annex Committee Chair, asked if there were any further questions. Bob Metcalf stated that he hated to tear down a brick building. He continued to lean toward not tearing down the VFW Building. He would like to take another look at the VFW building. Metcalf thanked Amanda for her enthusiasm for the Annex project.

NEW BUSINESS; Director Pixley informed the Board that staff health insurance costs had dropped this year. The Library pays one half of insurance costs for full time staffers. He also reported that in-person programs at the Library would begin in June and that books were no longer quarantined. BioMetrics will be in the building again finger printing State of Illinois employees needing that service.

Non-resident Brehm Library cards will remain \$100 a year, as decided by the Board. The motion to keep the cost of non-residential cards at the same price (\$100) for this year was made by Linda Woodrome. Valerie Davis seconded the motion. The motion carried. ROLL CALL#5 was approved 6-0 with Amanda Crider abstaining.

Director Pixley informed the Board that he had sent out four requests for quotes to repair and replaster the stairwell. He only received one quote and that was from Bevis Construction. The cost Bevis Construction quoted was \$4600. Pixley further informed the Board that the stairwell would be closed to patrons as a result of scaffolding being used. Elevator use would give patrons access to all floors at the time of repairs. The project would close the stairwell for approximately one week. Linda Woodrome made the motion to accept the Bevis Construction bid of \$4600 for repair and replaster of the stairwell. Valerie Davis seconded the motion. The motion carried. ROLL CALL#6 was approved 7-0.

CLOSED SESSION; None.

ADJOURNMENT: Valerie Davis made the motion to adjourn the meeting. Ruthie Alexander seconded the motion. The motion carried. ROLL CALL# 7 was approved. The meeting was adjourned at 8:25 PM.

POST MEETING ANNOUNCEMENTS FROM THE PRESIDENT:

President Ruthie Alexander stated that she wanted to announce three things. First, she wanted to let the Board and Directors know that she was pursuing a possible donor for the Annex. And that Andy Macmillan and Pam Dodson had agreed to continue with the project if needed. Second, she was retiring from her position at Community First Bank and moving to Louisville, KY to be with family. As a result she would have to give up her position as President and Trustee of the Library Board. She stated she had been on the Board for twenty-two years from 1999-2021. And third, she had spoken with former Trustee and a Past President of the Library Board, Clyde Hall, and he had agreed to return to the Board and take her place as President of the Board, if the Board so chose.

Personnel Committee will meet Monday, May 24, 2021 at 5:00 PM at the Library or ZOOM.

Sharon Yearwood, Secretary