

**C. E. BREHM MEMORIAL PUBLIC LIBRARY
MINUTES—BOARD OF LIBRARY TRUSTEES
July 13, 2021**

President Clyde Hall called the meeting to order at 7:05 PM. Present were Amanda Crider, Valerie Davis, Bob Metcalf, Linda Woodrome, Sharon Yearwood, Director Bill Pixley, and Assistant Director Esther Curry. Renee Jenkins was absent.

AUDIENCE TO VISITORS: Susan Williams, new Children’s Librarian, was present.

SECRETARY’S REPORT: The June 8, 2021, minutes were previously provided to the Board. With no additions or corrections to the June 8, 2021 report, Linda Woodrome made a motion to accept the Secretary’s Report. Valerie Davis seconded the motion. The motion carried. ROLL CALL#1 was approved 6-0.

CORRESPONDENCE: Director Pixley shared a note of thanks from Past President Ruthie Alexander for the gift presented to her in gratitude of her many years of service to the Brehm Library. Pixley also shared a letter from the Illinois Heartland Library System thanking Assistant Director Esther Curry for her service on the IHLS Nominating Committee. Pixley had also received a notice from the Illinois State Library concerning the Per Capita Grant, an e-mail complimenting the library’s on-line resources, and three additional tax appeal filings.

TREASURER’S REPORT: Treasurer Bob Metcalf presented his monthly report. Balances were as follows as of July 13, 2021:

Community First Bank	General Operating Fund	\$ 943,761.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>541,211.00</u>
	TOTAL	\$1,684,914.00

The decision was made to transfer \$100,000.00 from Savings to Checking. Amanda Crider made a motion to accept the July 13, 2021, report, to pay July, 2021, bills, and to transfer \$100,000.00 from Savings to Checking. Valerie Davis seconded the motion. The motion carried. ROLL CALL#2 was approved 6-0.

DIRECTOR’S REPORT: Director Pixley introduced the newly hired Children’s Librarian, Susan Williams. Susan shared her thoughts and future plans for the Children’s Department. Director Pixley then announced his plans for adult library programming this fall. He also stated that DVD usage was down. Assistant Curry stated that the new service “Hoopla” might bring those numbers back up.

STAFF REPORTS: Susan Williams, Children’s Librarian, reported that she was looking forward to getting started. She stated that she is planning a “Kids Check Out” program for August in which prizes will be awarded.

REPORT OF OFFICERS:

President: None.
Treasurer: None.

STANDING COMMITTEES:

Finance: None.

Personnel: The Personnel Committee minutes for June 15, 2021, were presented.

Amada Crider made a motion to accept the June 15, 2021, minutes as presented.

Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #3 carried 2-0.

Policy: None.

Building and Grounds: None.

Community Relations: None.

REPORT ON SPECIAL COMMITTEES:

Annex: None.

REPORT FROM ILLINOIS HEARTLAND LIBRARY SYSTEM:

President Hall thanked Assistant Director Curry for her recent service to IHLS.

REPORT FROM THE SHAKESPEARE FOUNDATION: None.

UNFINISHED BUSINESS: Director Pixley reported that the State of Illinois OMA site was still down. Concerning COVID, Pixley stated that the library is now fully open and are requiring masks for those people not vaccinated. President Hall reminded the Board to think seriously about the Annex Committee's recommendation concerning the Annex. Pixley presented his addition to the policy section of "Gifts to the Library" concerning the gifting of rare books. Board member Bob Metcalf felt strongly that such items should be accepted. The matter was tabled until the next meeting. President Hall had earlier raised the question of camera use on the interior of the library. Director Pixley had reviewed the matter and stated that because of FOIA and the Local Records Act concerning privacy, it would not be feasible. Cost of maintaining interior cameras would also make it prohibitive at this time. Pixley did remind the board that exterior cameras were at the front entrance and the parking lot.

NEW BUSINESS: President Hall presented the new Standing Committee List to the Board. The Director will e-mail the updated Board Members List to each trustee. Linda Woodrome and Amanda Crider reviewed the Secretary's Reports for the Public Library District's Secretary's Audit for the Annual Report.

Woodrome and Crider reported that everything was signed and in order. Sharon Yearwood, Personnel Committee Chair, reviewed the evaluation process and presented Director Pixley with his performance evaluation. The Director was complimented on his leadership during a very uncharted year as a result of COVID and of his fiscal leadership. President Hall made a motion to continue evaluating the Director yearly in a similar manner. Linda Woodrome seconded the motion. All trustees present were in favor.

Pixley gave a brief bio of Susan Williams, new Children's Librarian. He stated her training has just started and she is doing well so far.

Pixley presented the updated "Authority to Spend" policy. This new update reflects the amount of money the director and board are allowed to spend. For example, instead of a limit of \$20,000, the board can now spend up to \$25,000 without going out to bid. Amanda Crider made a motion to accept the updated "Authority to Spend" presented by Pixley. Valerie Davis seconded the motion. The motion carried. ROLL CALL #4 was approved 6-0.

Under the Open Meetings Act, the Board must review the Closed Session Minutes twice a year.

President Hall and Valerie Davis reviewed the Closed Session Minutes and it was recommended not to release the Closed Session Minutes to the public at this time. A new Federal holiday as been added to the calendar—Juneteenth (June 19). The library now observes all Federal holidays except Columbus Day and Veterans' Day. No decision was made on the Juneteenth (June 19) holiday closing at this time.

CLOSED SESSION: None.

ADJOURNMENT: Valerie Davis made a motion to adjourn the meeting. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #5 was approved 6-0. The meeting was adjourned at 8:25 PM.
