

**C. E. BREHM MEMORIAL PUBLIC LIBRARY
MINUTES—BOARD OF LIBRARY TRUSTEES
June 8, 2021**

President Ruthie Alexander called the meeting to order at 7:04 PM. Present at the meeting were Alexander, Valerie Davis, Bob Metcalf, and Sharon Yearwood. Present by ZOOM were Amanda Crider and Renee Jenkins. Linda Woodrome was unable to attend the meeting.

AUDIENCE TO VISITORS: Clyde Hall was present.

SECRETARY'S REPORT: The May 8, 2021 minutes were presented to the Board. As there were no corrections or additions, the minutes were approved as presented. Amanda Crider made the motion to accept the May 8, 2021 minutes as presented. President Ruthie Alexander seconded the motion.

The motion carried. ROLL CALL# 1 was approved 6-0.

RESIGNATION FROM THE BOARD OF LIBRARY TRUSTEES: With much regret, the Board accepted the resignation of Ruthie Alexander as Trustee and President of the Brehm Library Board. In her resignation letter, Alexander stated she had enjoyed serving on the board. She had joined the board on July 8, 1999 and took her oath of office August 12, 1999. In all, Alexander had served twenty-two years. She will truly be missed.

OATH OF OFFICE FOR NEW TRUSTEE: With his hand on his Bible, Clyde Hall took the oath of office as Trustee to the Brehm Library. The oath was administered by Director Bill Pixley.

ELECTION OF BOARD PRESIDENT: With the resignation of Ruthie Alexander, a new Board President needed to be elected. Sharon Yearwood made the motion to elect Clyde Hall as President of the Board of Trustees. Valerie Davis seconded the motion. The motion carried. ROLL CALL# 2 was approved 5-0. Clyde Hall abstained from voting. Clyde stated he was happy to be back on the board but sad to see Alexander go. He said he was "happy to help in the transition."

TREASURER'S REPORT: Bob Metcalf, Treasurer, stated that he saw nothing questionable with the bills and then presented his report. Balances were as follows as of June 8, 2021:

Community First Bank	General Operating Fund	1,017,122.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>541,211.00</u>
	TOTAL	\$1,758,275.00

Pixley asked that \$100,000 be transferred from Savings to Checking account. Amanda Crider made the motion to accept the Treasurer's Report; to pay the June, 2021 bills; and to transfer \$100,000 from Savings to Checkig account. Valerie Davis seconded the motion. The motion carried. ROLL CALL# 3 was approved 6-0.

DIRECTOR'S REPORT: None.

Amanda Crider asked about filling the Children's Librarian position. Pixley stated that, at present, the position was yet unfilled. Possible reasons for the lack of success, according to Pixley, was lack of child care and the location.

STAFF REPORTS; None.

REPORT OF OFFICERS:

President: None.

Treasurer: None.

STANDING COMMITTEES:

Finance: None.

Personnel: The Personnel Committee minutes for May 24, 2021 were presented for approval. Amanda Crider made a motion to approve the May 24, 2021 minutes. Renee Jenkins seconded the motion. The motion carried. ROLL CALL# 4 was approved 3-0.

Policy: None.

Building and Grounds: None.

Community Relations: None.

ANNEX: Past President Ruthie Alexander stated that she was meeting with a potential contributor to the Library Annex project. She would let us know at the next meeting if this meeting proved successful. Amanda Crider reminded the Board that the Annex Committee had a recommendation about the Annex project still on the table.

ILLINOIS HEARTLAND LIBRARY SYSTEM: None.

SHAKESPEARE FOUNDATION: Bob Metcalf reported that the Foundation investments were now over seven hundred thousand dollars. Five years ago the investments were \$386,000. The last five years have seen great gains which in turn means more monies to spend on library projects.

UNFINISHED BUSINESS:

Director Pixley stated that the website for OMA in the State of Illinois is still inaccessible. On the COVID front, the library is now allowing vaccinated patrons in the building without a mask, although many still wear masks. The Director had nothing to report on the Annex Project at this time.

NEW BUSINESS:

Director Pixley advised the Board that the .02% BFL (Building Fund Levy) tax for building and maintenance purposes needed approval. President Hall made the motion to approve a .02% BFL for the Tax Year 2022. Valerie Davis seconded the motion. The motion carried. ROLL CALL# 5 was approved 6-0.

The Director related to the Board that the Personnel Committee had made the recommendation to give employees a three percent raise across the board for the fiscal year starting July 1, 2021, with all employees receiving at least \$12 an hour by January 1, 2022. President Hall approved the Personnel Committee's recommendation with a motion to give a three percent raise to all employees, with all employees to make at least \$12 an hour by January 1, 2022. Valerie Davis seconded the motion. The motion carried. ROLL CALL# 6 was approved 6-0.

Pixley presented the first draft of the Working Budget for 2021-22. He stated that he felt the Budget presented was as good as it was going to get. Renee Jenkins made a motion to wave the second reading of the Budget and approve the Budget for 2021-22 as presented. Valerie Davis seconded the motion. The motion carried. ROLL CALL# 7 was approved 6-0.

Director Pixley informed the Board that Cindy Irvin, Business Manager, had been the on-call person when alarms at the Library went off and the Director or the Assistant Director were unavailable. This was not a regular duty for Irvin. He proposed paying Irvin \$1000 a year on top of her salary for this service. Sharon Yearwood made the motion to accept Pixley's proposal. Valerie Davis seconded the motion. The motion carried. ROLL CALL #8 was approved 6-0.

A Personnel Committee meeting has been scheduled for June 14, 2021 at 1:00 PM. The purpose of the meeting is to complete the Director's evaluation.

Bob Metcalf asked if the Library had a policy on rare books. The Director stated that the Library did not. Metcalf thought such a policy should exist and he would bring books to the next Board meeting to illustrate exactly to what he was referring. Assistant Director Curry said archival protocols need to be in place to accept such books. President Hall said acceptance of such books should be on a case to case basis. Further discussion will continue at the next Board meeting.

President Hall wanted an update on security cameras used currently by the Library. Hall felt such security was important. Pixley stated that photographing patrons is not against the law, but what materials they are reading or using is. Hall stated he wanted the Directors to look at the cameras as to security only.

CLOSED SESSION: None.

ADJOURNMENT: Bob Metcalf made a motion to adjourn the meeting. Valerie Davis seconded the motion. The motion carried. ROLL CALL# 9 was approved. The meeting was adjourned at 8:12 PM.
