

**C. E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES—BOARD OF TRUSTEES  
August 10, 2021**

President Clyde Hall called the meeting to order at 7:01 PM. Present were: President Hall, Bob Metcalf, Linda Woodrome, Director Bill Pixley, and Assistant Director Esther Curry. Present on ZOOM were: Amanda Crider, Renee Jenkins, and Sharon Yearwood. Valerie Davis was absent.

President Hall read the following statement:

“The continuation of the Disaster Proclamation by Gov. Pritzker is allowing for C.E. Brehm Memorial Public Library to make a localized finding that it is not practical, prudent, or safe for all Board Members to meet in person on 8-10-21. This is based on the fact that Jefferson County has an accelerated number of COVID-19 numbers in the last month, and at the same time, our county has a vaccination rate below the state average—32.60 versus 51.00%. In accordance with **5 ILCS 1207e**, this meeting will follow the rules and procedures contained within for this virtual meeting.”

The meeting was recorded.

**Audience to Visitors:** None.

**Secretary’s Report:** The July 13, 2021, minutes were previously provided to the Board. Linda Woodrome made a motion to accept the Secretary’s Report as presented. Bob Metcalf seconded the motion. The motion carried. ROLL CALL #1 was approved 6-0.

**Correspondence:** None.

**Treasurer’s Report:** Treasurer Bob Metcalf presented his monthly report. Balances were as of August 10, 2021:

Community First Bank	General Operating Fund	\$ 864,306.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>541,211.00</u>
	TOTAL	\$1,605,459.00

Metcalf wanted to know what IHLC OCLC membership was. Director Pixley replied that it was the library’s inter-library cataloguing system that enters books into the system. After discussion, it was decided to transfer \$50,000 from savings to checking. Clyde Hall made the motion to accept the August 10, 2021, Treasurer’s Report; to pay the August, 2021, bills; and to transfer \$50,000 from Savings to Checking. The motion carried. ROLL CALL #2 was approved 6-0.

**Director’s Report:** Director Pixley reported that fifty-one patrons had signed up for HOOPLA, which streams books, audio-books, movies and television series.

**Staff Reports:** None.

**Report of Officers:**

**President:** None.

**Treasurer:** None.

**Standing Committees:**

**Finance:** None.

**Personnel:** None.

**Policy:** None.

**Building and Grounds:** Bob Metcalf stated he was concerned about the dead tree in the front of the library. Director Pixley said he would check on someone to cut it and have it taken down, if it was within his spending allotment.

**Community Relations:** None.

**Report of Special Committees:** None.

**Report on the Shakespeare Foundation:** None.

**Report from Illinois Heartland:** Assistant Director Esther Curry reported IHLS was undergoing retirements and new staff hirings. The System is also updating old computers and transitioning to new ones.

**Unfinished Business:** OMA: Director Pixley stated that the Open Meetings Act certification program was up and running on the State of Illinois website.

COVID: Pixley reported that one staff member had been placed in quarantine for COVID. Concerning Fall programming, it was decided to cancel any programs that were not free, and to continue with the others according to Covid numbers in the community. Pixley stated he was cancelling Game Day, computers classes, and the Ghost Hunter program. He would continue with a library presence at Market Days and Fall Festival, as these were outdoor events.

RARE BOOKS POLICY: The discussion on a policy for rare books was tabled until the September meeting to allow Bob Metcalf to bring examples. ANNEX: Board Member Linda Woodrome stated she had looked over the Annex drawings and info the architect had provided the library several years ago and wondered if we had “specs” for the building. She was going to talk to Andy McMillan and the architect to get more information before the next Annex Committee meeting. The meeting date was set for September 8, 2021, in the Art Room at the library. Fund-raising ideas were discussed briefly.

**NEW BUSINESS:** APPROVAL OF THE ANNUAL REPORT: As there were no questions from the Board, the motion to approve and accept the Annual Report was made by Amanda Crider. Linda Woodrome seconded the motion. The motion passed. ROLL CALL # 3 was approved 6-0. CERTIFICATION of the BUILDING FUND Levy: A motion to certify the Building Fund Levy was made by Amanda Crider. Linda Woodrome seconded the motion. The motion passed. ROLL CALL #4 was approved 6-0. The Secretary will need to sign the document.

LONG RANGE PLANS: It was decided that the Board review the plan Director Pixley presented and discuss it at the September meeting.

**Closed Session:** None.

**Adjournment:** Linda Woodrome made a motion to adjourn the meeting. Amanda Crider seconded the motion. The motion carried. ROLL CALL #5 was approved 6-0. The meeting adjourned at 8:05 PM.

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