

C. E. BREHM MEMORIAL PUBLIC LIBRARY
Minutes of the Board of Trustees
November 9, 2021

President Clyde Hall called the meeting to order at 7:03 PM and read the following:

“The continuation of the Disaster Proclamation by Gov Pritzker allows for C E Brehm Memorial Public Library to make a localized finding that it is not practical, prudent, or safe for all our Board Members to meet in person on (11-09-2021). This is based on Jefferson County’s number of COVID-19 cases in the last month, and our county’s vaccinations rate which is currently below the state average. (State’s Fully Vaccinated Percentage: 61%, Jefferson County’s Fully Vaccinated Percentage: 39.58%, and Jefferson County residents with at least one dose: 45. 82% as of November 7, 2021). In accordance with % ILCS 120(e) this meeting will follow the rules and procedures contained within for this virtual meeting.”

Those present were President Clyde Hall, Valerie Davis, Bob Metcalf, Linda Woodrome, Sharon Yearwood, Director Bill Pixley, and Assistant Librarian Esther Curry. Amanda Crider was present via ZOOM. Renee Jenkins was unable to attend.

Audience to Visitors: None.

Secretary’s Report: The October 12, 2021, Secretary’s Report was previously given to the Board. Linda Woodrome made a motion to approve the October 12, 2021, report. Valerie Davis seconded the motion. The motion carried. ROLL CALL #1 was approved 6-0.

Correspondence: None.

Treasurer’s Report: Treasurer Bob Metcalf presented the monthly Treasurer’s Report. Balances as of November 9, 2021, were:

Community First Bank	General Operating Fund	\$ 440,396.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>\$1,393,296.00</u>
	TOTAL	\$2,033,634.00

Staff Reports:

Children’s Department Report: Susan Williams presented a report on the October activities in the Children’s Department. She noted that 651 books were passed out during Books for Treats, thirty-six pumpkin decorating contestants, and fifty-one engagements for on-line story time, among other fall activities.

Report of Officers:

President: President Hall stated that he was pleased with the good response to Book for Treats, the pumpkin decorating contest, the Halloween movies and other October activities at the Library.

Treasurer: None.

Standing Committees:

Finance: None.

Personnel: None.

Policy: None.

Building and Grounds: None

Community Relations: None.

Special Committees:

Annex: None

Report from Illinois Heartland Library System: Assistant Director Esther Curry reported that new employees were being put in place and that the Annual Members Meeting was held virtually this year.

Report on Shakespeare Foundation: Bob Metcalf stated that the annual fund drive will begin December 1, 2021. He reminded the Board of the tremendous impact Bill Howard has made on the Shakespeare Foundation. He has saved the fund over \$25,000 a year on management fees and has steered the foundation wisely to unprecedented growth. The Library has been the recipient of annual revenues from the Foundation through monies donated for various Library projects.

OLD BUSINESS:

Open Meetings Act: No OMA Training is on the Attorney General's website.

Covid-19 Update: Director Pixley reported that Covid-19 had caused absences from a few part-time staffers. Assistant Director Esther Curry stated that everything was still running smoothly with little interruption.

Annex: Amanda Crider set the next meeting for the Annex Committee for Monday, November 29, at 2:30 PM. Director Pixley will reserve the Art Room.

NEW BUSINESS:

Annual Library Audit: As there were no questions concerning the annual audit report (Rice, Sullivan, LLC, Certified Public Accountants), Linda Woodrome made a motion to accept the accountants' findings for fiscal year 2020-21. President Hall seconded the motion. The motion carried. ROLL CALL #3 was approved 6-0.

Resolution for Payment of Bills: Director Pixley presented the resolution to authorize the payment of bills in 2022 by the Board President in the event that : 1) there is not a quorum of the Board present; or 2) the meeting was canceled. These bills will then be reviewed at the next meeting. Sharon Yearwood made a motion to approve the payment of bills resolution.

President Hall seconded the motion. The motion carried. ROLL CALL #4 was approved 6-0.

ZOOM Meetings: Director Pixley received a legal opinion from Mr. Lenzini. Taking into account the Library's policy, in future times beyond the Governor's Proclamation, the three qualifying situations (from the session Director Pixley attended and what the law allows), Mr. Lenzini says the Library can have Trustees who qualify by reasons of 1) personal illness or disability; 2) family or other emergency; or 3) employment purposes or business of the public body may take part in a meeting virtually, in that they may vote, but they do not count as a quorum. President Hall made a motion to approve the legal opinion of Mr. Lenzini and have it placed under POLICY (Meetings and Electronic Conferencing) in the Board Policy Manual. Valerie Davis seconded the motion. The motion carried. ROLL CALL #5 was approved 6-0.

Full-time Staff and Minimum Wage: Director Pixley explained that there was a situation where a full-time staff member will be getting minimum wage January 1, 2022. Pixley stated that he wants to pay that person one dollar an hour more. Then when minimum wage goes to twelve dollars an hour, the full-timer would go to thirteen dollars an hour. Valerie Davis made the motion to pay the full-timer twelve dollars an hour and then when minimum wage goes to twelve dollars an hour, the wage would go to thirteen dollars an hour. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #6 was approved 6-0.

Oak Tree Removal: Pixley stated the the old oak tree had been taken down, but the stump has not been removed. It was thought that the oak tree was 120-130 years old. Pixley wanted to wait before planting a replacement tree.

Closed Session: None.

ADJOURNMENT: Sharon Yearwood made a motion to adjourn the meeting. Valerie Davis seconded the motion. The motion carried. ROLL CALL #7 was approved 6-0. The meeting was adjourned at 7:43 PM.
