

**C. E. Brehm Memorial Public Library
Minutes of the Board of Trustees
December 14, 2021**

President Clyde Hall called the meeting to order at 7:17 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 (12-14-2021). This is based on Jefferson County’s number of COVID-19 cases in the last month, and our county’s vaccination rate which is currently below the state average. (State’s Fully Vaccinated Percentage: 63.2%, Jefferson County’s Fully Vaccinated Percentage: 40.62% as of December 13, 2021). In accordance with ILCS 120(e), this meeting will follow the rules and procedures contained within for this virtual meeting.**”

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

Audience to Visitors: None.

Secretary’s Report: The November 9, 2021, report was previously provided to the Board. With no changes, Amanda Crider made a motion to accept the November 9, 2021, report. Linda Woodrome seconded the motion. The motion carried. ROLL CALL# 1 was approved 6-0.

Correspondence: Mary Ellen Bechtel sent notice of a TIF meeting, December 15, 2021, to review the annual report. A “Thank You” note to the staff was also received.

Treasurer’s Report: Treasurer Bob Metcalf presented the monthly report. Balances as of December 14, 2021, were as follows:

| | | |
|----------------------|------------------------|---------------------|
| Community First Bank | General Operating Fund | \$ 700,228.00 |
| | Working Cash Fund | 199,942.00 |
| | Special Reserve Fund | <u>1,393,296.00</u> |
| | TOTAL | \$2,293,466.00 |

Treasurer Metcalf made the suggestion to transfer \$250,000.00 from checking to savings. Linda Woodrome made a motion to approve the November 9, 2021, Treasurer’s Report; to pay the November, 2021, bills; and to transfer \$250,000.00 from checking to savings. Clyde Hall seconded the motion. The motion carried. ROLL CALL# 2 was approved 6-0.

Director’s Report: Director Pixley informed the Board that Rend Lake College would like to partner with Brehm Library in providing a local site for students to work on their GED degrees. The group would be using the Art Room on a regular basis. RLC would provide their own computers. The Library will not be responsible for the computers, only the space. A Memo of Understanding will need approval in January, 2022. Pixley also noted that the ZOOM recordings will be added to the Certification of Disposable Records. Pixley also stated he wanted to get programs up and running again but was having some hesitancy. Programs under discussion were Mardi Gras and Game Day. Summer Reading in the Children’s Department will be virtual again.

Staff Reports:

Children’s Department: Susan Williams provided highlights of her department over the past month. Some of those activities included preparing treat bags for Southtown Fall Literacy Night, a stocking decorating contest, and Amazing Author Fall Reading Challenge.

Report of Officers:

President: President Hall expressed his and the Board's thanks for the finger foods and beverages provided by Bill and Sharon Pixley at the December meeting. Hall also expressed his many thanks to the Staff and Administration for their acts of kindness during the recent loss of his granddaughter.

Treasurer: None.

Standing Committees:

Finance: None.

Personnel: None.

Policy: None.

Building and Grounds: None.

Community Relations: None.

Special Committees:

Annex: The Annex Committee meeting date has been changed to Wednesday, January 5, 2022, at 2:00 PM.

Report on Illinois Heartland Library System: None.

Report on Shakespeare Foundation: Bob Metcalf reported that the fund raising campaign had begun and that donations were already over \$9,000. He also acknowledged Bill and Sylvia Howard for their dedication to the Library and strong support of the Shakespeare Foundation.

Unfinished Business:

Open Meeting Act: No OMA training on the Attorney General's website is available.

Covid-19 Update: Pixley hopes more in-person programming will begin soon.

Annex: The next meeting of the Annex Committee will be January 5, 2022, at 2:00PM in the Art Room.

New Business:

"Michael's Corner" Donation:

Director Pixley informed the Board that a \$600 donation had been made for "Michael's Corner" in the Children's Department. The family has provided funding for this area for several years. This is a special memorial in honor of a mother's love for her son Michael.

Annual Report of Receipts and Donations: This report must be approved for publication in the local newspapers. President Clyde Hall made a motion to approve the Annual Report of Receipts and Donations. Bob Metcalf seconded the motion. The motion carried. ROLL CALL #3 was approved 6-0.

Electronic Sign Proposal: Director Pixley recommended T Hamm Signs for outdoor signage on the south side of the Library. K T Electric will be needed for the electrical work on the sign. The Shakespeare Foundation is paying for the electric sign. The Library will pay less than \$1,000 toward the project. Bob Metcalf made a motion to approve \$17,510.30 for the new sign. Amanda Crider seconded the motion. The motion carried. ROLL CALL#4 was approved 6-0.

Revision to Circulation Policy: A plan to no longer charge late fines on Children's materials and to drop processing fees on lost materials had been discussed earlier but never approved. Approval is needed. Valerie Davis made the motion to change Circulation Policy to show that there are no late fines on Children's materials and that no processing fee will be charged on lost materials. Linda Woodrome seconded the motion. The motion carried. ROLL CALL # 5 was approved 6-0.

Revision to Initial Training Period for Employees: The revision language was tabled. Director Pixley will work on the language in this section of policy.

Library Certificate of Deposit: The Library has a CD that will be coming due soon. The amount in the CD is \$203,641.03. Linda Woodrome made the motion to cash in the CD, put the

amount in savings, and look for an institution with better interest rates where we can invest the monies. Valerie Davis seconded the motion. The motion carried. ROLL CALL#6 was approved 6-0.

Per Capita Grant: Sharon Yearwood made a motion to approve the Per Capita Grant application. Valerie Davis seconded the motion. The motion carried. ROLL CALL #7 was approved 6-0.

Closed Session: None.

Adjournment: Linda Woodrome made a motion to adjourn the meeting. President Hall seconded the motion. The motion carried. ROLL CALL #8 was approved 6-0. The meeting was adjourned at 8:23 PM.
