

**C. E. BREHM MEMORIAL PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
Mt. Vernon, Il.  
February 8, 2022**

President Clyde Hall called the meeting to order at 7:00 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 (2-08-22). 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:62.77%; Jefferson County's Vaccinated Percentage: 44.19% as of (2-07-22). In accordance with ILCS 120 (e), this meeting will follow the rules and procedures contained within for this virtual meeting."** The meeting was recorded.

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

**Audience to Visitors:** None.

**Secretary's Report:** The January 11, 2022, Secretary's Report was previously presented to the Board. With no amendments or changes to the minutes, Valerie Davis made a motion to approve the January 11, 2022, minutes as presented. Bob Metcalf seconded the motion. The motion carried. ROLL CALL #1 was approved 5-0.

**Correspondence:** A letter received from a patron was read and discussed. President Hall stated the letter contained three basic matters: 1). wearing of masks in the library; 2) curbside service; and 3) refusal to allow materials to be checked out by unmasked patron. A discussion followed. President Hall summed up the consensus from the Board. The letter was well-written and very polite. In answer to points one and three: At the time of the event the Omicron variant was very high in Jefferson County. The Board, with the input of the Directors, legal advice, and Gov. Pritzker's mandate, felt the prudent and safe choice, at the time, was to require masking for all entering the library. Masks were provided to the patron in question. In answer to point 2: Curbside service is a provided service to patrons and all patrons should be treated with respect and courtesy. The staff has been reminded of these procedures. President Hall stated that everyone is feeling "mask fatigue" but he is in hopes that in the near future masking will be a choice for Brehm Library patrons. The Board is always open to hearing from its patrons.

**Treasurer's Report:** Treasurer Bob Metcalf presented the February 8, 2022, report. Balances were as follows:

Community First Bank	General Operating Fund	\$ 628,374.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>393,296.00</u>
	TOTAL	\$ 2,221,612.00

Sharon Yearwood made a motion to approve the February 8, 2022, report and to pay the February, 2022, bills. Clyde Hall seconded the motion. The motion carried. ROLL CALL#2 was approved 5-0.

**Director's Report:** Director Pixley informed the Board that he is looking at health insurance policies for the staff. He is currently looking into Limricc, which is the local government health plan. Many libraries use Limricc and local doctors are on the list of Limricc providers. He also

stated that Christian Martin has been banned from the Brehm Library. Martin was found inside the library. Pixley is looking into additional security alarms. Director Pixley also reported that the new census numbers showed 36, 213 people residing in Jefferson County. This is down 1,700 from the last census.

**Staff Reports:** Susan Williams provided her report for the Children's Department.

**Report of Officers:**

**President:** None.

**Treasurer:** None.

**Standing Committees:**

**Finance:** None.

**Personnel:** None.

**Policy:** None.

**Building and Grounds:** None.

**Community Relations:** None.

**Special Committees:**

**Annex:** The Annex Committee had previously provided the minutes of their January 26, 2022, to the Board. As no amendments or changes to the minutes were found, Sharon Yearwood made a motion to accept the January 26, 2022, minutes of the Annex Committee. Amanda Crider seconded the motion. The motion carried. ROLL CALL #3 was approved 2-0.

**Illinois Heartland Library System:** Assistant Director Esther Curry stated that IHLS and SHARE will be celebrating the 10th Anniversary of their formation.

**Report of the Shakespeare Foundation:** Bob Metcalf reported that it had been an active month of fund raising. Over \$3,000 had been raised.

**Unfinished Business**

**Open Meetings Act:** The state site is now running. At this time, only two Board members have turned in certificates.

**Covid Update:** Director Pixley informed the Board that the library had to be shut down one evening due to a staff shortage.

**Annex:** None.

**Statement of Economic Interest:** Pixley has collected three statements from Board members. April is the deadline.

**Bi-Annual Review of Closed Session Minutes:** Clyde Hall and Sharon Yearwood reviewed the Closed Session Minutes. It was the recommendation of the reviewers that the Closed Session Minutes remain closed. Clyde Hall made the motion to keep the Closed Session Minutes closed. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #4 was approved 5-0.

**CD Rates:** Director Pixley presented CD rates from local banks. It was found that Legence Bank had the best short term rates. Amanda Crider made a motion to invest \$220,000 in a 12-month CD at .2% interest with Legence Bank. Bob Metcalf seconded the motion. The motion carried. ROLL CALL #5 was approved 5-0.

**Schedule Policy Meeting:** Tabled until next meeting.

**New Business**

**Copier /Fax Machine Proposal:** Director Pixley presented Styles Office Solutions proposal for a new copier/fax machine to be placed on first floor. The cost will be \$5,364. Clyde Hall made a motion to approve the \$5,364 for a new copier/fax "Sharp MX" from Styles Business Solutions. Valerie Davis seconded the motion. The motion carried. ROLL CALL#6 was approved 5-0.

**Renewal of Auditor's Contract:** Director Pixley presented the renewal of the Rice Sullivan, LLC contract for their auditing services. There was a \$100 increase in their prices. Director Pixley stated the certified public accountants did a very good job and library accountants were few in number. Amanda Crider made the motion to renew the contract for auditing services from Rice Sullivan, LLC. Sharen Yearwood seconded the motion. The motion carried. ROLL CALL #7 was approved 5-0.

**Marketing Consultant for Annex Project:** Amanda Crider referred back to the January 28, 2022, Annex Committee minutes stating the need for a marketing consultant in advancing the large fund raising project. Assistant Director Curry will check out options.

**Posting of Compensation Package of Library Director:** Director Pixley will now post the complete compensation package for his position.

**Closed Session:** None.

**Adjournment:** Amanda Crider made a motion to adjourn the meeting. Valerie Davis seconded the motion. The motion carried. ROLL CALL #8 was approved 5-0. The meeting was adjourned at 8:15.

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