

**C. E. BREHM MEMORIAL PUBLIC LIBRARY  
MINUTES OF BOARD OF TRUSTEES  
MT. VERNON, ILLINOIS  
March 8, 2022**

Vice-President Amanda Crider called the meeting to order at 7:00 PM and read the following: **THE LIBRARY BOARD MEETING WILL BE HELD IN PERSON, WITH BOARD MEMBERS WHO HAVE ONE OF THE FOLLOWING CRITERIA ATTENDING REMOTELY.** To attend electronically a member attending an in-person meeting must show: 1. Personal illness or disability; 2. Family or other emergency; or 3. Employment purposes or business of the Public Body.

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

**Audience to Visitors:** None.

**Secretary's Report:** The February 8, 2022, and February 22, 2022, Secretary's Reports were previously provided to the Board. With no corrections to the reports, Bob Metcalf made a motion to approve the February 8 and February 22, 2022 (Special Meeting) Secretary's Reports. Valerie Davis seconded the motion. The motion carried. ROLL CALL #1 was approved 5 to 0.

**Correspondence:** Director Pixley stated he had received a letter from the Illinois Secretary of State concerning board vacancies and the filling of those vacancies. It was decided that the Secretary of the Board would assume these duties.

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

Community First Bank	General Operating Fund	\$ 603,198.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,393,296.00</u>
	TOTAL	\$ 2,196,346.00

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

**Director's Report:** For the Board's information, Pixley stated that he is now checking into current prices for cleaning of the library, lawn service and snowplowing service. The library is currently using Comp Services for these services. Pixley stated that Comp Services is not as cheap as in the past and if they raise their prices, the Board might want to consider other providers. On another matter, Pixley gave an update on the electronic sign purchased from Ham Signs. Pixley stated that the original sign base is unable to be used. The cost of the base replacement would be quite costly. Ham Signs suggested using a pole to hold the sign at a much lower cost. Valerie Davis made a motion to use a pole, as suggested by Ham Signs, to hold the new electronic sign. Amanda Crider seconded the motion. The motion carried. ROLL CALL #3 was approved 5-0.

**Staff Reports:** Susan Williams provided the Board with a report from 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 minutes of the Annex Committee for February 23, 2022, have been previously made available to the Board. As no corrections were made, Linda Woodrome made a motion to accept the February 23, 2022, Annex minutes. Amanda Crider seconded the motion. The motion carried. ROLL CALL #4 was approved 3-0.

**Illinois Heartland Library System:** Assistant Director Esther Curry reported that a virtual birthday party for IHLS will be celebrated in May. This will be the 10th "birthday" for this Illinois library system.

**Shakespeare Foundation:** None.

### **Unfinished Business:**

**Open Meetings Act:** Director Pixley reminded the Board to finish their OMA training and turn in their certificates.

**Covid Updates:** Now that Governor Pritzker has removed the mask mandate, Pixley discussed measures he has already instituted at the library. No masks will be required for patrons. Staff has been asked to continue wearing masks, although some staff members have asked not to do so. Staff members in offices did not need to mask in that office. At this time, the Summer Reading programs will be in-person not virtual. Of course things may change.

**Anti-Sexual Harassment Training:** Director Pixley reminded the Trustees to complete this training and turn in their completion certificates to him.

**Annex:** None. See Annex Minutes.

**Statement of Economic Interest:** Forms need to be turned in to Director Pixley soon.

**Policy Committee Meeting:** The meeting to review the policies of the Electronic Information Network, Material Selection, Circulation, and Borrowing Privileges sections is set for March 28, 2022, at 6:00PM. This will be a ZOOM meeting.

### **New Business:**

**eRate Reviews and Bids:** Assistant Director Esther Curry discussed eRate reviews and bids. She stated that the Federal reimbursement plan provides for 90% of the cost for internet service to the library, but did not provide reimbursement for phone service. She reviewed three companies: Clearwave (current provider), AT&T, and Spectrum. Spectrum was all-around the highest of the three providers reviewed. AT&T was the same cost as Clearwave for internet service, but higher on phone service. Clearwave has provided good service in the past and is still the lowest in cost for internet and phone service, stated Curry. Curry recommended Clearwave for internet and phone service for the coming fiscal year. Amanda Crider made a motion to accept Clearwave as the library's internet and phone provider for the new fiscal year starting July 1, 2022. Valerie Davis seconded the motion. The motion carried. ROLL CALL #5 was approved 5-0.

**AED Units:** Director Pixley informed the Board that the AED units were at the end of their life. He proposed to buy three new units (one for each floor) at the cost of \$3,885. Amanda Crider made a motion to buy three new AED units for the cost of \$3,885. Valerie Davis seconded the motion. The motion carried. ROLL CALL #6 was approved 5 to 0.

**Closed Session:** None.

**Adjournment:** Amanda Crider made a motion to adjourn the meeting. Linda Woodrome seconded the motion. The motion carried. ROLL CALL # 7 was approved 5 to 0. The meeting was adjourned at 7:52 PM.

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