

**C. E. Brehm Memorial Public Library District  
Minutes of the Board of Trustees  
May 10, 2022**

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.

THE MEETING CAN BE ACCESSED VIA ZOOM...

The meeting was called to order at 7:03 PM by President Clyde Hall.

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.

**Audience to Visitors:** Amanda Voorhees, Dewberry; and Greg Lamberson, LEAP.

**Approval of LEAP April 19, 2022 Minutes:** As the minutes were previously presented to the LEAP Committee and there were no corrections or additions, Linda Woodrome, committee member, made a motion to accept the LEAP Committee minutes of April 19, 2022. Sharon Yearwood, committee member, seconded the motion. The motion carried. The minutes were approved 4 to 0.

**Correspondence:** Director Pixley reported that he had received Property Tax Appeals from area school Districts #80 and #201. He also noted that he had received a "Thank You" from former board member Renee Jenkins. She stated she truly appreciated the flowers, cake, and clock from the Brehm Library and the board for her twenty-three years of service.

**Secretary's Report:** The minutes of the April 12, 2022 board meeting had previously been provided to the board. As no corrections or additions to the minutes were made, Valerie Davis made a motion to accept the Secretary's Report of April 12, 2022. President Clyde Hall seconded the motion. The motion carried. ROLL CALL #1 was approved 6 to 0.

**Treasurer's Report:** Treasurer Bob Metcalf gave the following report:

Community First Bank

General Operating Fund	401,585.00
Working Cash Fund	199,942.00
Special Reserve Fund	<u>1,393,296.00</u>
Total	\$1,994,823.00

Linda Woodrome made a motion to accept the Treasurer's Report; pay the May, 2022 bills; and transfer \$100,000 from Savings to Checking. Valerie Davis seconded the motion. The motion carried. ROLL CALL #2 was approved 6-0.

**Director's Report:** Director Pixley informed the board that the new FAX machine for public use was now ready for use. The FAX machine is located on the First Floor.

**Staff Reports:** Susan Williams provided the board with a report of programs and activities that were presented in the Children's Department last month.

**Report of Officers:** PRESIDENT: President Clyde Hall reported that Director Pixley, Sharon Yearwood, and himself presented Renee Jenkins with her gifts for her twenty-three years of service to the Brehm Library. He also reported on the success of the "Free Comic Book Day at the Library." He expressed his gratitude to Dan of COLOSSUS COMIC BOOKS for providing the the free comic books at his own expense. A "thank you" to Dan was expressed by the entire board.

President Hall also stated that board officers are elected every two years not every year.  
TREASURER: NONE.

**Standing Committees;**

- Finance: None.
- Personnel: None.
- Policy: None.
- Building and Grounds: None.
- Community Relations: None.

**Special Committees:**

**LEAP** (formerly Annex Committee): Greg Lamberson, Chairman of LEAP, briefly reviewed with the Board the progress made by the committee during the last month. He stated that the board would be listening to a presentation by Amanda Voorhees from Dewberry and a question time would be provided for the board during her presentation.

**Report from IHLS:** Esther Curry reported that most of the former Shawnee System employees had either retired or quit. Ellen Popit was the lone remaining person from the old Shawnee System still at the Illinois Heartland Library System. The original catalogers are now all gone.

**Report from the Shakespeare Foundation:** Bob Metcalf reported that the market is volatile at present, but our investments are doing okay.

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At this point in the meeting, a motion was made by Amanda Crider to move ahead to New Business allowing Visitor Amanda Voorhees, Dewberry, to give her ZOOM presentation to the board. President Clyde Hall seconded the motion. The motion carried. ROLL CALL #3 was approved 6-0.

Greg Lamberson, Chairman of LEAP, introduced Amanda Voorhees to the board members. Amanda began her presentation by stating that Dewberry Architects divide their projects into six phases. She was going to present Phase I and Phase II at this session. These are the Pre-Design phases. The Scope of Services for these two phases will include: Program Workshops for staff, board, and LEAP committee; Community Engagement Sessions; Library Space Programming; Final Presentation and Report. The cost of these services is \$24,375 lump sum plus 1.0 times the cost to Dewberry for printed materials and travel to project site. Amanda Voorhees thanked Greg and the board and stated that she looked forward to hearing from us. A brief discussion followed. The board liked the idea of phases presented by Dewberry, as well as the "whole library" approach. Amanda Crider then made a motion to accept the Phase I and Phase II proposals from Dewberry at the cost of \$24, 375 plus costs of printing materials and travel expenses for a Dewberry Rep, pending attorney approval. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #4 was approved 6 to 0.

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**Unfinished Business:**

**Open Meetings Act:** Director Pixley reminded members to complete this training.

**Anti-Sexual Harassment Training:** Members were reminded to complete training.

**Reports from Dept. Heads:** Sharon Yearwood stated that while doing a recent Trustee Training, she found many libraries had department heads give a brief report monthly to the board. This seemed to better communication between staff and the board; and provided a better understanding of what is going on in the library. Discussion followed. Amanda Crider made a motion that the Reference Assistant and the Genealogy Coordinator make a brief report to the board every other month concerning their

department activities. The Children's Department reporting will remain the same. Linda Woodrome seconded the motion. The motion carried . ROLL CALL #5 was approved 5 to 1.

**Fine Free Library:** Tabled till next month. Policy to come from Director Pixley.

**Board Member Appointment:** Several names were discussed to fill the Trustee seat recently vacated by Renee Jenkins.

**Director's Evaluation:** Evaluation forms need to be turned in to President Clyde Hall.

#### **NEW BUSINESS:**

**New Cleaning, Lawn Services, and Snow Removal:** Director Pixley presented costs for cleaning the library. Currently, Comp Services is charging \$2673 a month for all these services. Crossroads will charge \$950 a month for cleaning, but they did not indicate what supplies they will pay for and what exact cleaning they will do. Daisy Fresh Cleaning Company would charge \$1269.14 a month for cleaning. They do indicate what supplies they will pay for and what exact cleaning they will do. For lawn care, CMC has the best price at \$50 a week for mowing, \$100 for mulching leaves in the fall and \$15 a bush for trimming bushes (once a year). With CMC Lawn Service and either cleaning service the library could save at least \$1,000 per month. Amanda Crider made a motion to hire Daisy Fresh Cleaning Company to provide library cleaning at \$1269.14 a month and to hire CMC Power Sweeping Lawn Care for mowing and trimming at \$50 a week, \$100 for mulching leaves in the fall, and \$15 a bush for trimming. Linda Williams seconded the motion. The motion carried. ROLL CALL #6 was approved 6-0.

**Closed Session:** None.

**Adjournment:** Linda Woodrome 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 8:32 PM.

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