

**C. E. Brehm Memorial Public Library District  
Minutes of the Board of Trustees  
June 14, 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;
3. Employment purposes or business of the Public Body.

THE MEETING CAN BE ACCESSED VIA ZOOM...

The meeting was called to order at 7:00 PM by President Clyde Hall. Present were: Amanda Crider via Zoom, Valerie Davis, Clyde Hall, Bob Metcalf, Sharon Yearwood, Director Bill Pixley and Assistant Director Esther Curry. Linda Woodrome was absent at Roll Call.

**Audience to Visitors:** None.

**Secretary's Report:** The Secretary's Report had previously been given to the Board. As no corrections or additions were made, Bob Metcalf made a motion to approve the Secretary's Report for May 10, 2022 as presented. Valerie Davis seconded the motion. The motion carried. ROLL CALL #1 was approved 5 to 0.

(Linda Woodrome entered the meeting at 7:10 PM.)

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

Community First Bank	General Operating Fund	321, 917.00
	Working Cash Fund	199, 942.00
	Special Reserve Fund	<u>\$1,393,296.00</u>
	Total	\$1, 915,155.00

Valerie Davis made a motion to accept the June 14, 2022 Treasurer's Report; to pay the June 14, 2022 bills; and to transfer \$100,00 from Savings to Checking. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL# 2 was approved 6-0.

**Director's Report:** Director Pixley informed the Board that Assistant Director Esther Curry has been named to the the Illinois Library Association's Executive Board as Trustee-at-Large. He noted that he had also received a very complimentary letter from Leslie Bednar, Executive Director of IHLS, for Esther's excellent service on the Nominating Committee of IHLS.

**Staff Reports:** Susan Williams provided her June report for the Children's Department. The report concerned May programming.

**Report of Officers: President :** President Hall reported that he had spoken with several prospects to fill the remaining term of former Trustee Renee Jenkins. Three candidates were discussed.

**Treasurer:** None.

**Standing Committees:**

Finance: None.

Personnel: The minutes of the June 1, 2022, Personnel Committee had previously been given to the Board. As no additions or corrections were made, Bob Metcalf made a motion to accept the June 1, 2022 minutes. Valerie Davis seconded the motion. The motion carried. ROLL CALL #3 was approved 2 to 0.

Policy: None.

Bldg and Grounds: None.

Community Relations: None.

**Special Committees:** Report from Library Expansion Advisory Panel: Amanda Crider stated there were no upcoming meetings slated for the committee presently. The committee was waiting on hearing from Dewberry before proceeding.

Report from Illinois Heartland Library System: Assistant Director Curry informed the Board that IHLS was in the process of adding staff for grant research.

Report from the Shakespeare Foundation: Treasurer Bob Metcalf reported that the Foundations investments were not fluctuating wildly because of their very conservative portfolio. He reminded the Board that the interest earned from the investments goes to the library for various projects such as the new signage on the south side of the library. Metcalf stated that the new sign was purchased at a very good price from Ham Signs.

**Unfinished Business:**

Linda Woodrome completed the OMA training and all board members have reviewed the Anti-Sexual Harassment video.

**New Circulation Policy—Fine Free:** Assistant Director Curry stated that approximately 600 SHARE libraries have now gone fine-free. Discussion ensued concerning forgiving lost book fines. Linda Woodrome and Clyde Hall both liked the idea of an “amnesty day” where people could bring in their overdue books and not be charged fines. The board decided that a spring and fall “amnesty week” would be set aside each year for returning long overdue—“lost books”—without paying the fines. Clyde Hall made the motion to have an “amnesty week” every spring and fall to allow long overdue books be returned without paying the fines. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #4 was approved 6-0.

**Possible Appointee Candidates:** President Hall reported that he had spoken with three possible candidates to fill the remaining term of board trustee left by Renee Jenkins. Clyde Hall made the motion to extend the position to Hannah Plemons Greever. Amanda Crider seconded the motion.

The motion carried. ROLL CALL #5 was approved 5-0 with Sharon Yearwood abstaining. President Clyde Hall made a second motion to extend the trusteeship to Alison Morris if Greever declined. Amanda Crider seconded the motion. The motion carried. ROLL CALL #6 was approved.

**Director’s Evaluation:** According to good privacy practices for employees, the Board voted 6-0 to enter into Closed Session before reviewing Director Pixley’s yearly evaluation. Sharon Yearwood made a motion to enter into Closed Session to share the director’s evaluation. President Clyde Hall cited 5ILCS 120/2(c)(1). The motion carried. ROLL CALL #7 was approved 6-0. Director Pixley declined the review in closed session. Linda Woodrome then made a motion to return to normal session. The motion was seconded by Clyde Hall. The motion was approved. ROLL CALL #8 was approved 6-0 and the meeting returned to normal session. Director Pixley and the Board reviewed the evaluation for 2021-22. After the review, Valerie Davis made a motion to accept Director Pixley’s evaluation for 2021-22. Linda Woodrome seconded the motion. The motion was approved 6-0. ROLL CALL #9 was approved.

**New Business: Fiscal 2022-23 Salaries/ Healthlink Insurance Fiscal 2022-23.** President Hall, member of the Personnel Committee, recommended a 4% increase for all staff salaries. Insurance costs have more than doubled for the new fiscal year, but will stay with HealthLink one more year.

The 4% increase will hopefully help to defray this substantial insurance cost. Sharon Yearwood made a motion to give all staff a 4% increase in salary for 2022-23. Clyde Hall seconded the

motion. The motion carried. ROLL CALL #10 was approved 6-0. Amanda Crider made the motion to stay with HealthLink Insurance as the library staff health provider for fiscal 2022-23. Valerie Davis seconded the motion. The motion carried. ROLL CALL #11 was approved 6 to 0.

**Non-Resident Cards:** President Clyde Hall made a motion to keep the price at \$100 for out of district cards. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL # 12 was approved 6-0.

**Building Fund Levy:** Linda Woodrome made a motion to approve Ordinance No. 2022-1 to levy a tax of .02% for building and maintenance purposes at Brehm Memorial Public District Library. Valerie Davis seconded the motion. The motion carried. ROLL CALL #13 was approved 6-0.

**New Board Policy Language:** Director Pixley presented new board policy language to add monthly and bi-monthly reports to the job descriptions of Children's Librarian, Reference Assistant, and genealogy departments. Sharon Yearwood made a motion to accept these changes to the job description policies of the Children's Librarian, Reference Assistant and Genealogy departments. Amanda Crider seconded the motion. The motion carried. ROLL CALL # 15 was approved 6-0.

**Closed Session:** The Closed Session was not needed. SEE: Director's Evaluation

**Adjournment:** Sharon Yearwood made a motion to adjourn the meeting. Valerie Davis seconded the motion. President Hall adjourned the meeting at 8:42 PM.

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