

**C. E. Brehm Memorial Public Library District  
Minutes of the Board of Trustees  
July 12, 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 7:15 PM by President Clyde Hall. Present were President Hall, Valerie Davis, Bob Metcalf, Linda Woodrome, Sharon Yearwood, Director Bill Pixley, and Assistant Director Esther Curry. Present via Zoom was Amanda Crider.

**Oath of Office:** Director Bill Pixley administered the Oath of Office to new Trustee Hannah Greever. Greever is replacing Renee Jenkins.

**Audience to Visitors:** President Clyde Hall's family— Virginia Hall, Drew and Brittany Koenegstein and grandchildren Azmen and Lily.

**Secretary's Report:** As the Secretary's Report had been previously provided to the board and there were no corrections or additions to the report, Linda Woodrome made a motion to approve the Secretary's Report. President Hall seconded the motion. The motion carried. Roll Call #1 carried 7-0.

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

Community First Bank	General Operating Fund	\$ 269,484.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,393,296.00</u>
	TOTAL	\$1,862,722.00

Amanda Crider made a motion to approve the July 12, 2022, Treasurer's Report; pay the July, 2022 bills; and transfer \$50,000 from Savings to Checking. Valerie Davis seconded the motion. The motion carried. ROLL CALL #2 carried 7-0.

**Director's Report:** Director Pixley informed the Board that Dewberry would be working with the staff on August 10, 2022.

**Staff Reports:** April Szarek, Genealogy Department and Sharon Williams, Children's Department, submitted reports. These were much appreciated by the board members.

**Report of Officers:**

President: President Clyde Hall announced he would be stepping away from his positions as Board President and Board Member. He stated health issues as the reason. He stated that he felt he was leaving the board in a good position, and he felt it would be in good hands with Amanda Crider, Vice President, moving into the President's position.

Treasurer: None.

### **Standing Committees:**

Finance: None.

Personnel: Amanda Crider read the minutes of the Personnel Committee, July 23, 2022, to the Board. Amanda Crider made a motion to accept the minutes of the July 23, 2022, Personnel Committee meeting. Clyde Hall seconded the motion. The motion carried. ROLL CALL #3 was approved 2-0.

Policy: None.

Building and Grounds: None.

Community Relations: None.

### **Special Committees:**

LEAP: Greg Lamberson, Chairman, noted that The Sentinel and WMIX had recently provided excellent promotional coverage of the the new construction project at the library. He also noted that Director Pixley had set up a workshop on August 10, 2022, with staff and Dewberry as part of Phase I and II. Lamberson went on to say that the Board and the LEAP Committee will have a combined workshop after the staff workshops. Lamberson reminded Director Pixley that a workshop with the Board, LEAP Committee, and Dewberry needed to be scheduled next. September 13, 2022, is being looked at as a possible date. Sessions with the community will be conducted, as well, at a later date.

Illinois Heartland Library System: None.

Shakespeare Foundation: None.

### **Unfinished Business:**

Fiscal 2022-23 Salaries: The Personnel Committee's recommendation to approve an additional two per cent raise retroactive to July1, 2022, for Director, Assistant Director, and Administrative Assistant was made into a motion by Linda Woodrome. Sharon Yearwood seconded the motion. The motion carried. RoLL CALL #3 was approved 7-0.

### **New Business:**

Policy on Staff Salaries: Valerie Davis, Policy Committee member, made a motion to approve this procedural statement: **If staff raises are not in place by the beginning of the fiscal year, the staff will receive the increase retroactively to the beginning of the fiscal year.** Bob Metcalf seconded the motion. The motion carried. ROLL CALL #4 was approved 7-0.

Resignation of Clyde Hall: President Clyde Hall tendered his resignation as President and as Board Member effective August 1, 2022. Hall made a motion to approve Amanda Crider as Board President. Valerie Davis seconded the motion. The motion carried. ROLL CALL #5 was approved 7-0. Clyde Hall will be greatly missed by the Brehm Library and the Board of Trustees. His service to the library will not be forgotten. Appetizers were provided by Sharon Pixley and cards of appreciation were presented to Hall.

First Draft of Library Budget: Director Pixley stated that although this was the first reading of the General Operating Fund Budget, the numbers were not going to change. Linda Woodrome then made the motion to approve the General Operating Fund Budget as presented. Valerie Davis seconded the motion. The motion carried. ROLL CALL #6 was approved 7-0.

Review of Fiscal Year 2021-2022 Minutes for IPLAR: Valerie Davis and Linda Williams reviewed the minutes checking for signatures. All Board Minutes had been signed.

Reorganizing of Standing Committee: Tabled till the next meeting.

Update of Board Member List: Director Pixley reminded all board members to update any changes to the Board Member List with him.

**Closed Session:** None.

**Adjournment:** Amanda Crider made a motion to adjourn the meeting. President Hall seconded the motion. The motion carried. ROLL CALL #7 was approved 7-0. The meeting was adjourned at 8:40 PM.

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