

**C. E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES—MAY 9, 2023**

**THE LIBRARY BOARD MEETING WILL BE HELD IN PERSON, WITH BOARD MEMBERS WHO HAVE ONE OF THE FOLLOWING CRITERIA, ATTENDING REMOTELY.**

**To attend electronically, the 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 7:01 PM by President Amanda Crider. Those present were President Amanda Crider (ZOOM), Valerie Davis, Hannah Greever, Bob Metcalf, Alyson Morris (ZOOM), Linda Woodrome, Sharon Yearwood, Director Bill Pixley, and Assistant Director Esther Curry.

**Audience to Visitors:** Greg Lamberson

**Oath of Office:** Oath of Office was administered by Director Pixley to the newly-elected Board of Trustee members Hannah Greever (6 yrs.), Alyson Morris (4 yrs.), and Linda Woodrome (6 yrs.).

**Election of Officers:** The slate of officers was presented by Amanda Crider: President: Amanda Crider; Vice President: Valerie Davis; Treasurer: Bob Metcalf; and Secretary: Sharon Yearwood. Sharon Yearwood asked to step down as secretary and Hannah Greever agreed to take up the post as secretary. Linda Woodrome made a motion to accept the slate of officers with Hannah Greever as secretary in place of Sharon Yearwood. The motion was seconded by Valerie Davis. The motion passed. Roll Call #1 carried 7-0.

**Secretary's Report:** President Amanda Crider noted that the amount of money to be transferred in the Secretary's Report (re: Treasurer's Report) needed an additional zero added to the amount. \$100,00 should read \$100,000.

The error was corrected. Valerie Davis made a motion to accept the Secretary's Report with the corrected error. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #2 was approved 7-0.

**Correspondence:** Director Pixley thanked the board for the sympathy card to his family at the loss of his brother-in-law. He also noted that he had received a "thank you" note from a patron applauding staffer Shawn Campbell for providing excellent service and a National Library Week letter.

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

Community First Bank	General Operating Fund	\$ 445, 008.00
	Working Cash Fund	199, 942.00
	Special Reserve	<u>1,510, 108.00</u>
	<b>TOTAL</b>	<b>\$2,155, 058.00</b>

Treasurer Metcalf and Director Pixley agreed that a transfer of \$100,000 from Savings to Checking was in order. Linda Woodrome made a motion to accept the Treasurer's Report; pay the May bills; and transfer \$100,000 from Savings to Checking. President Crider seconded the motion. The motion carried. ROLL CALL# 3 was passed 7-0.

**Director's Report:** President Crider asked about the tuck pointing project. Director Pixley responded that he was waiting on a second bid before proceeding and that the situation could wait until the second bid was received.

**Staff Reports:** Reference, Children's, and Genealogy reports were received.

**Report of Officers:**

President: None

Treasurer: None

**Standing Committees:**

Finance: None.

Personnel: None.

Policy: None.

Bldg. and Grounds: None.

Community Relations: None.

**Special Committees:**

Annex: Linda Woodrome made a motion to accept the April 19, 2023 Minutes of the Annex Committee. Amanda Crider seconded the motion. The motion carried. ROLL CALL #4 was approved 3-0.

Illinois Heartland Library System: None.

Shakespeare Foundation: Treasurer Bob Metcalf noted that the foundation finances continue to increase.

**UNFINISHED BUSINESS**

Open Meetings Act, Sexual Harassment Training and Statement of Economic Interest: Director Pixley stated he needed Statement of Economic Interest forms completed by June 30, 2023. All other trainings need to be completed as soon as possible, with copies of training completion given to him.

Library Expansion Discussion: Greg Lamberson stated a small group needs to be chosen before meeting with Amanda Voorhees to discuss Phase II. These members were chosen: Director Pixley, Asst. Director Curry, Amanda Crider, Hannah Greever, Linda Woodrome, Sharon Yearwood, and Greg Lamberson. Greg will notify Amanda Voorhees the committee has been selected and will set up a time to meet with her and the newly chosen committee members. Greg stated that members of LEAP will not be needed at this time. Bob Metcalf expressed his concern on the expansion project to date. He stated that his concern is with all the studies being done. He stated that sooner or later we have to get into the actual expansion. We need to figure out a plan to get the project moving. Dewberry is his concern — concerned that a brick building (VFW) will be torn down to build another. He further stated "we have to get into the coal." He felt we were getting away from the project at hand.

Director's Evaluation: President Amanda Crider stated she needed copies of Bill's evaluation forms from the board members before her June meeting with the Personnel Committee.

Going Fine Free: Director Pixley stated that doing away with fines for overdue books was popular with current patrons who use the library regularly, but not so much with long, overdue users. The people who do use the library really appreciate the waving of fines. Pixley felt fine removal should focus more on the current users. The matter was tabled until the next meeting.

**NEW BUSINESS**

**Non-Resident Fee:** Director Pixley said it was time again to set the fee for non-resident library cards. In the past, this fee was set at \$100 a year. Valerie Davis made a motion to set the non-resident fee for a library card at \$100 a year. Hannah Greever seconded the motion. The motion carried. ROLL CALL #6 was approved 6-0 with President Crider abstaining from the vote.

**Direct Deposit/Paper Checks:** Director Pixley stated that some staff had inquired about direct deposit of paychecks, although this might take 48 hours before the money shows up in their accounts. Others prefer to get paper checks. Pixley said both could be done easily. Esther Curry stated that the business manager does all such work through Quick Books so it would be no problem for her. A change in policy would be needed, if approved. Amanda Crider made a motion that staff may choose either direct deposit or paper check for their paychecks. Valerie Davis seconded the motion. The motion carried. ROLL CALL #7 was approved 7-0.

**Local Government Health Plan:** Director Pixley stated he would have health insurance increases at the next board meeting.

**Personnel Committee Meeting:** The Personnel Committee will meet to discuss raises June 6, 2023 at 1:00 PM.

**Transfer of Funds:** Director Pixley stated that the bank has been charging a \$2.00 fee for the Treasurer to call in and transfer funds. The business manager can transfer the monies on-line with no fee. Treasurer Bob Metcalf stated he didn't have a problem with the transfers being done on-line by the business manager. President Crider made a motion to allow the business manager to transfer monies to avoid the \$2.00 fee. Valerie Davis seconded the motion. The motion carried. ROLL CALL #8 was approved 7-0.

**Closed Session:** None.

**Adjournment:** President Crider made a motion to adjourn the meeting. Valerie Davis seconded the motion. The motion carried. ROLL CALL #9 was approved 7-0. The meeting was adjourned at 8:04 PM.

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