

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—July 11, 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 Crider, Hannah Greever, Bob Metcalf, Alyson Morris, Linda Woodrome, Sharon Yearwood, Director Bill Pixley, and Assistant Director Esther Curry.

Audience to Visitors: Greg Lamberson

Secretary's Report: The Secretary's Report was previously presented to the board members. As there were no additions or corrections to the minutes, Linda Woodrome made a motion to accept the June 13, 2023 minutes. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #1 was approved 6-0.

Correspondence: Director Pixley informed the board that he had received tax appeal letters from the Clerk of the Board of Review from BRISAM VERNON, LLC and KIN, INC. / KOHLS ILLINOIS INC

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

First Community Bank	General Operating Fund	\$ 291,916.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,510.108.00</u>
	TOTAL	\$ 2,001,966.00

Director Pixley requested that \$50,000 be moved from savings to checking.

Sharon Yearwood made a motion to accept the Treasurer's Report; pay the July bills; and transfer \$50,000 from savings to checking. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #2 was approved 6-0.

Director's Report: None.

Staff Reports: President Crider called attention to several positive aspects from recent staff reports. Of particular interest:

-Director Bill Pixley attended the Mt. Vernon Convention and Visitor's Bureau Advisory Board meeting and was elected president of the Board.

-The library staff set up a table at the Pride kickoff at the Roland Lewis Building and had good engagement and positive feedback.

-The junior department had a recent donation of 500 books.

Sharon Yearwood noted that there has been a marked improvement in staff reports, which give an excellent overview of happenings at the library.

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 Committee: Amanda Crider made a motion to accept the June 16, 2023 minutes from the Annex Committee. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #3 was approved 3-0.

LEAP: None

Illinois Heartland Library System: None.

Shakespeare Foundation: None.

Concept Design Committee: Amanda Crider made a motion to accept the June 19, 2023 minutes from the Concept Design Committee. Hannah Greever seconded the motion. The motion carried. ROLL CALL #4 was approved 6-0.

Unfinished Business: 1. **Open Meeting Act and Sexual Harassment Training:** Director Pixley stated that a couple of board members still need to complete this training.

2. **Library Expansion discussion:** There is general agreement on "Plan A" presented by Dewberry, with the understanding of the possible need to reduce the current square footage of this initial plan.

3. **Narcan at the library:** Due to staff hesitancy about administering Narcan, Director Pixley is withdrawing his recommendation.

New Business: 1. **Valerie Davis resignation:** Board Member Valerie Davis submitted her letter of resignation after serving for three years. This opened up the Vice President role on the board, which will now be filled by Linda Woodrome. Another board member will also need to take Valerie's place to be able to sign checks; the August agenda will include adding Hannah Greever as a signer.

2. **Building Fund Levy.** Sharon Yearwood made a motion to approve the Building Fund Levy. Amanda Crider seconded the motion. The motion carried. ROLL CALL #5 was approved 6-0.

3. **Review of Minutes:** The review of Board Minutes for the per capita grant was conducted by Sharon Yearwood and Linda Woodrome

4. **Closing early for CPR training:** President Pixley requested that the Library close at 1:00pm on August 25th for CPR training, which includes AED training. Amanda Crider made a motion to approve this early closure. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #6 was approved 6-0.

5. **Revised Circulation Policy:** The circulation policy was revised to reflect the elimination of fines. Linda Woodrome made a motion to approve the revised Circulation Policy. Amanda Crider seconded the motion. The motion carried. ROLL CALL #7 was approved 6-0.

Closed Session: None.

Adjournment: Sharon Yearwood made a motion to adjourn the meeting. Hannah Greever seconded the motion. The motion carried. ROLL CALL #8 was approved 6-0. President Crider adjourned the meeting at 7:34 PM.
