

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—December 12, 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;**
- 4. Unexpected Childcare Obligation**

The meeting can be accessed via ZOOM...

The meeting was called to order at 7:00 PM by President Amanda Crider. Those present were President Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Alyson Morris, Linda Woodrome, Sharon Yearwood, Director Bill Pixley, and Assistant Director Esther Curry.

Audience to Visitors: None

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 November 14, 2023 minutes. Hannah Greever seconded the motion. The motion carried. ROLL CALL #1 was approved 7-0.

Correspondence: Director Pixley informed the board that he had received a thank-you email about Game Day, TIF letters, an email expressing support for increasing limits on books, and a donation by Justin Downes of \$5,000 left to library in his will.

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

First Community Bank	General Operating Fund	\$ 1,149,855.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,722,555.00</u>
	TOTAL	\$ 3,072,352.00

Director Pixley requested that \$500,000 be moved from checking to savings. Sharon Yearwood made a motion to accept the Treasurer's Report; pay the November bills; and transfer \$500,000 from checking to savings. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #2 was approved 7-0.

Director's Report: Director Pixley reported that there would be some changes among staff roles. April K. will take over Glenda's job as technical services coordinator, and Connor will take over for April K.; a new part-time employee will need to be hired.

Staff Reports: Susan Williams reported 65 attendees at story time, and that she is looking for guest readers for story time if anyone has suggestions. She also noted that the homeschool group is bringing in families from surrounding communities outside of Jefferson County.

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 - Linda Woodrome made a motion to accept the Annex Committee Report and Minutes from November 21 and December 4. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #3 was approved 3-0.

Concept Design Committee: None.

Decennial Committee: Bill Pixley made a motion to accept the Decennial Committee minutes from December 14. Holly Johnson seconded the motion. The motion carried. ROLL CALL #4 was approved 8-0.

Illinois Heartland Library System: Assistant Director Esther Curry reported on updates to the new online catalog which will start December 18.

Shakespeare Foundation: Bob Metcalf reported that the fundraising letter was sent out, and that there have already been donations coming in which will go directly into the endowment.

Unfinished Business: 1. Library expansion – Dewberry presentation at Jan. Board meeting, Reece Rutland candidate for fundraising position. The Presentation from Dewberry will take place at the beginning of the January board meeting. The Annex committee expressed their very positive impression from their meeting with Reece Rutland. The committee believes he would do an excellent job and they were very enthusiastic in their recommendation of him for the fundraising position. Due to another opportunity Reece may have from a local college, he would be available for the position on a part-time basis. Amanda Crider made a motion to offer the part-time position to Reece Rutland at \$30,000 plus expenses and put together a contract for the position. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #5 was approved 7-0.

2. Community relations committee - Holly Johnson will be added to the committee to take the place vacated by Valerie. This committee will plan to meet sometime after the New Year.

3. Changing the number of books patrons can check out - The library staff has concerns about this increase, but due to illness were not able to attend to share those concerns, so the matter is tabled until next month's meeting.

New Business: 1. Annual Report of Receipts and Disbursements - Linda Woodrome made a motion to accept the annual report of receipts and disbursements. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #6 was approved 7-0.

2. Per Capita Grant - Hannah Greever made a motion to accept the per capita grant. Amanda Crider seconded the motion. The motion carried. ROLL CALL #7 was approved 7-0.

3. Lazerware proposal for Shakespeare Club Money - Linda Woodrome made a motion to accept the Lazerware proposals for the purchase of new public computers. Hannah Greever seconded the motion. The motion carried. ROLL CALL #8 was approved 6-0, with Alyson Morris abstaining from voting.

4. State mandated leaves for part-time staff policy - Alyson Morris made a motion to change library policy to be in compliance with new state law mandating leave for part-time staff. Holly Johnson seconded the motion. The motion carried. ROLL CALL #9 was approved 7-0.

Closed Session: None.

Adjournment: Amanda Crider made a motion to adjourn the meeting. Hannah Greever seconded the motion. The motion carried. ROLL CALL # 10 was approved 7-0. President Crider adjourned the meeting at 8:09 PM.
