

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—January 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;**
- 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, Director Bill Pixley, and Assistant Director Esther Curry.

Audience to Visitors: Reese Rutland, Shawn Campbell, Janeta Sutton, Paul Lorenz, Michele Scrivner, April Kohute, Connor Jackson

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 December 12, 2023 minutes. Bob Metcalf seconded the motion. The motion carried. ROLL CALL #1 was approved 6-0.

Correspondence: None.

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

First Community Bank	General Operating Fund	\$ 1,051,446.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,722,555.00</u>
	TOTAL	\$ 2,973,943.00

Director Pixley requested that \$50,000 be moved from savings to checking. Linda Woodrome made a motion to accept the Treasurer's Report; pay the December bills; and transfer \$50,000 from savings to checking. Holly Johnson seconded the motion. The motion carried. ROLL CALL #2 was approved 6-0.

Director's Report: Director Pixley reported there has been lots of staff training with staff moving into new positions, and that new part-time staff will be hired soon.

Staff Reports:

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: None.

Concept Design Committee: None.

Decennial Committee: None.

Illinois Heartland Library System: None.

Shakespeare Foundation: Bob Metcalf reported that the campaign has been doing well with funds coming in.

Unfinished Business: 1. Library expansion – Dewberry presentation Amanda Voorhees of Dewberry gave a presentation to share the plan they have developed in collaboration with the Concept Design Committee. This included an overview of the full concept site plan and concept exterior images, showing that the new addition would complement the current building and maintain the current style. She also reviewed the interior plan which included program elements. Amanda reviewed the cost estimates and explained how the current volatile market makes it more difficult to estimate the total cost of the project, which would include construction, furnishings, demolition of existing structure, professional services, owner costs, and any contingencies. The next step in the library expansion will be a feasibility study to determine if funds can be raised for the project.

2. Changing the Number of Books patrons can check out Staff members were in attendance to share their concerns with the recent policy change regarding the number of books patrons can check out. Janeta Sutton acted as their spokesperson and shared a 13-point document detailing their complaints concerning the new policy. Staff requested that the board revise the policy to reduce the number of books to 25 books per adult card and 10 books per juvenile card. The issue will be addressed at the February board meeting.

New Business: 1. Vacation policy revision - Hannah Greever made a motion to revise the vacation policy to one hour of vacation for every 40 hours worked during the first year of employment, with regular vacation time in the second year. Alyson Morris seconded the motion. The motion carried. ROLL CALL #3 was approved 6-0.

2. Appoint Holly Johnson to committees - Holly Johnson was added to the policy and finance committees.

3. Schedule Personnel Committee meeting - The personnel committee will schedule a meeting this month to evaluate current salaries for staff.

4. ILLINET annual ILL report - For information purposes, this report includes numbers for interlibrary loan.

Closed Session: The board moved to closed session, under the following exemption in the OMA: 2c(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

Following the closed session, Amanda Crider made a motion to accept the contract to hire Reese Rutland as a contractor to do a feasibility study. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #4 was approved 6-0.

Adjournment: Hannah Greever made a motion to adjourn the meeting. Amanda Crider seconded the motion. The motion carried. ROLL CALL #5 was approved 6-0. President Crider adjourned the meeting at 8:48 PM.
