

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—November 14, 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, Bob Metcalf made a motion to accept the October 10, 2023 minutes. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #1 was approved 7-0.

Correspondence: Director Pixley informed the board that he had received several complaints about homeless individuals loitering around the library entrance. This included 2 written complaints and several verbal complaints. Director Pixley will put a lock on the outlet by the bench at the entrance in order to discourage loitering. Hopefully this will be enough to help resolve the problem. The next step would be to remove the bench, but this action would not be preferred since many individuals utilize the bench by the entrance.

Sharon Yearwood shared a letter she wrote to the board to commend the library staff on its outstanding work in assisting her as the DAR state librarian. Sharon's term is coming to a close, and she wanted to express her appreciation to the Library director, assistant director and staff for their excellent work in helping with the DAR collection.

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

First Community Bank	General Operating Fund	\$ 713,670.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,722,555.00</u>
	TOTAL	\$ 2,636,167.00

Director Pixley requested that with the excess of \$700,000 in checking, \$300,000 be moved from checking to savings, and \$400,000 be put in a 6-month CD with Legence Bank at a rate of 5.22 percent. Sharon Yearwood made a motion to accept the Treasurer's Report; pay the October bills; and transfer \$300,000 from checking to savings and \$400,000 to a CD. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #2 was approved 7-0.

Director's Report: None.

Staff Reports: The junior department report indicated a great turnout at Books for Treats this year, with 910 books distributed. Director Pixley added that they ran out of board books for the smallest children due to the high attendance.

Sharon Yearwood mentioned that April S. has been having trouble printing cards for obituary file, so this is an issue that will need to be addressed.

Report of Officers: President: None.

Treasurer: None.

Standing Committees:

Finance: None.
Personnel: None.
Policy: None.
Bldg and Grounds: None.
Community Relations: None.

Special Committees:

Concept Design Committee: Amanda Crider made a motion to accept the Concept Design Committee minutes. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #3 was approved 5-0.

Annex Committee:

Illinois Heartland Library System: Assistant Director Esther Curry shared about her attendance at the Illinois Library Association 2023 Annual Conference. She shared details about the upcoming project by the State Library to provide state-wide access to eResources/eBooks.

Shakespeare Foundation: Bob Metcalf reported that the foundation has drafted an appeal letter which will go out in early December. This annual appeal letter raises money for the endowment fund, which currently has more than \$600,000. The project the foundation will fund in the coming year will be an upgrade of all public computers in the library. The current computers will not support the next Windows update, so this is a much-needed project.

Unfinished Business: 1. **Library expansion** – President Crider reported that we are now at the end of Phase 2 for the library expansion, and that Dewberry will give a presentation to the Board at the January Board meeting. This presentation will be first on the agenda and will give the whole board a chance to see the project and to ask any questions.

2. **Community relations committee** - President Crider would like to see this committee be more active, not only due to the expansion project, but also to generally raise awareness in the community about what the library offers.

New Business: 1. **Changing the Number of Books patrons can check out** - In response to a request from patrons, the Board discussed increasing the number of books patrons can check out to 50 books for adults, and 15 for children. Hannah Greever made a motion to change library policy to allow adults to check out 50 books, and children to check out 15 books. Holly Johnson seconded the motion. The motion carried. ROLL CALL #4 was approved 7-0.

2. **Resolution to authorize payment of bills in next calendar year when board lacks a quorum.** Linda Woodrome made a motion to accept the resolution to authorize payment of bills in next calendar year when the board lacks a quorum. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #5 was approved 7-0.

Closed Session: None.

Adjournment: Linda Woodrome made a motion to adjourn the meeting. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #6 was approved 7-0. President Crider adjourned the meeting at 7:37 PM.
