

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—February 13, 2024**

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, Alyson Morris, Linda Woodrome, Sharon Yearwood, Director Bill Pixley, and Assistant Director Esther Curry.

Audience to Visitors: Janeta Sutton, April Kohute

Secretary's Report: The Secretary's Report was previously presented to the board members. Hannah Greever noted that the year on the report would need to be corrected. Linda Woodrome made a motion to accept the corrected January 9, 2024 minutes. Hannah Greever seconded the motion. The motion carried. ROLL CALL #1 was approved 6-0.

Correspondence: None.

Treasurer's Report: As treasurer Bob Metcalf was absent, Bill Pixley gave the following report:

First Community Bank	General Operating Fund	\$ 1,045,645.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,722,555.00</u>
	TOTAL	\$ 2,968,142.00

Director Pixley requested that \$100,000 be moved from savings to checking. Sharon Yearwood made a motion to accept the Treasurer's Report; pay the January bills; and transfer \$100,000 from savings to checking. Amanda Crider seconded the motion. The motion carried. ROLL CALL #2 was approved 6-0.

Director's Report: Director Pixley reported that 97 people were in attendance for the Mardi Gras program and that a new part-time clerk was hired.

Staff Reports: The children's department reported that 45 children attended weekly story time.

Report of Officers: President: None.

Treasurer: None.

Standing Committees:

Finance: None.

Personnel: Hannah Greever noted that the year on the report would need to be corrected, and made a motion to accept the corrected January 16, 2024 minutes. Amanda Crider seconded the motion. The motion carried. ROLL CALL #3 was approved 3-0.

Policy: None.

Bldg and Grounds: None.

Community Relations: None.

Special Committees:

Annex Committee:

Illinois Heartland Library System: Assistant Director Esther Curry reported that there was a one-day conference in the previous week.

Shakespeare Foundation: Computers have been purchased in anticipation of funds to be received from the Shakespeare Foundation.

Unfinished Business: 1. Library expansion – Reece Rutland will need to register with the Illinois Attorney General’s office as a fundraising consultant before he will be able to do any additional work. His most recent report gave information about available grants.

New Business: 1. OMA training - All board members are asked to take the OMA training, preferably by May.

2. Sexual harassment training - Board Members are required to take this training each year. This should be completed by May.

3. Biannual review of closed session minutes - Alyson Morris and Linda Woodrome reviewed the closed minutes and decided the minutes would remain closed.

4. Statement of Economic Interest - The board will need to complete these and return to Director Pixley by April.

5. Revision to Circulation policy - After the board unanimously voted to increase book limits in November, the policy was not put into effect due to concerns from the staff that the possible increased shelving would be too much work. Sharon Yearwood made a motion to reduce the book limits from 50 to 25 for adults and 15 to 10 for children. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #4 was approved 5-0, with Hannah Greever abstaining from the vote.

6. Staff salaries - The personnel committee recommends all part-time staff receive a \$1 per hour increase. This increase would not be applied to Elizabeth Harrison since she was more recently hired. The committee also recommends that full-time staff receive a \$1 per hour increase. This increase would exclude Bill Pixley and would also exclude Connor Jackson since he was more recently moved to a full-time position. These increases would take effect immediately. Linda Woodrome made a motion to accept the recommendation of the personnel committee. Amanda Crider seconded the motion. The motion carried. ROLL CALL #5 was approved 6-0.

7. Replacing electrical boxes - Hannah Greever made a motion to accept the proposal from Purcell Electric Company to replace several old electrical boxes. Amanda Crider seconded the motion. The motion carried. ROLL CALL #6 was approved 6-0.

8. Schedule Annex Committee meeting - Amanda Crider will send dates to coordinate an annex committee meeting in early March.

Closed Session: None.

Adjournment: Linda Woodrome made a motion to adjourn the meeting. Sharon Yearwood seconded the motion. The motion carried. ROLL CALL #7 was approved 6-0. President Crider adjourned the meeting at 8:07 PM.
