

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—March 12, 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, Director Bill Pixley, and Assistant Director Esther Curry. Bob Metcalf joined the meeting at 7:30 PM.

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 February 13, 2024 minutes. Hannah Greever seconded the motion. The motion carried. ROLL CALL #1 was approved 5-0.

Correspondence: Director Pixley informed the board that he had received an email thanking the Genealogy staff for their help.

Treasurer's Report: President Amanda Crider gave the following report:

First Community Bank	General Operating Fund	\$ 914,423.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,722,555.00</u>
	TOTAL	\$ 2,836,920.00

Director Pixley noted that \$100,000 had already been transferred by Cindy from savings to checking due to a shortage in the checking account. He also noted that the payment listed for Reese Rutland will not be paid out until his paperwork is put into order. Director Pixley requested that an additional \$75,000 be moved from savings to checking. Amanda Crider made a motion to accept the Treasurer's Report; pay the February bills; and transfer \$75,000 from savings to checking. Hannah Greever seconded the motion. The motion carried. ROLL CALL #2 was approved 5-0.

Director's Report: Director Pixley reported that we have a new volunteer and new library clerk.

Staff Reports: 97 attended the Mardi Gras event at the library. 62 were in attendance for weekly story time in February.

Report of Officers:

President: President Crider reminded staff to let Esther know if Zoom access will be required for board meetings in the future. She also reminded trustees that the library will cover the costs to attend ILA Trustee Forum events.

Treasurer: None.

Standing Committees:

Finance: None.

Personnel: None.

Policy: None.

Bldg and Grounds: None.

Community Relations: None.

Special Committees:

Annex Committee:

Illinois Heartland Library System: Assistant Director Esther Curry reported that the new ILEAD training platform for trustees has recently been launched.

Shakespeare Foundation: The check for \$18,000 from the Shakespeare Foundation is in process and should be received by the library soon. This will cover the cost of new computers which were recently purchased.

Unfinished Business: 1. Library Expansion: Paperwork for Reese Rutland is still in the process of being approved.

2. OMA and Sexual Harassment Training: All trustees need to complete the yearly training for each of these by May.

3. Statement of Economic Interest: This is due in April for all trustees.

New Business: 1. E-rate: Bill and Esther suggested staying with Clearwave for the library's internet service and connection, due to the reliability of Clearwave's service for the past 13 years. With the recent increase in patron requests for printing, Esther recommends an increase to 100 mb. Linda Woodrome made a motion to accept the Clearwave e-Rate proposal. Alyson Morris seconded the motion. The motion carried. ROLL CALL #3 was approved 5-0.

2. Schedule Last Decennial Committee meeting - The final meeting of the Decennial Committee will be at 6:45pm on April 9 before the regular board meeting

3. Schedule Annex Committee meeting - The Annex Committee agreed to meet on April 3 at 4pm.

4. Discuss retirement of Library Director and Office Manager - Bill Pixley and Cindy Irvin will both be retiring next year. There is currently a job description for the office manager position, but a job description for library director is still needed. The training period for office manager is expected to be 2-3 months. While it's still too early to begin the interview process, President Crider suggested the board should be mindful of the timeline. Director Pixley suggested to plan on only 2 board members conducting interviews.

Closed Session: None.

Adjournment: Linda Woodrome made a motion to adjourn the meeting. Hannah Greever seconded the motion. The motion carried. ROLL CALL #4 was approved 6-0. President Crider adjourned the meeting at 7:44 PM.
