

**C.E. Brehm Memorial Public Library District  
Board of Trustees  
Minutes—June 11, 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.

**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, Hannah Greever made a motion to accept the May 14, 2024 minutes. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #1 was approved 5-0.

**Correspondence:** Director Pixley informed the board that he had received a tax appeal letter and the per capita letter. He told the board that the library would most likely not receive money from the state until after the beginning of the fiscal year.

**Treasurer's Report:** Vice President Linda Woodrome gave the following report:

First Community Bank	General Operating Fund	\$ 696,045.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>1,722,555.00</u>
	TOTAL	\$ 2,618,542.00

Director Pixley requested that \$100,000 be moved from savings to checking.

Hannah Greever made a motion to accept the Treasurer's Report, pay the May bills, and transfer \$100,000 from savings to checking. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #2 was approved 5-0.

**Director's Report:** Director Pixley did not have any additional comments to add to his report.

**Staff Reports:** The Junior department had 78 in attendance at weekly story times.

**Report of Officers: President:** None.

**Treasurer:** None.

**Standing Committees:**

**Finance:** None.

**Personnel:** Amanda Crider made a motion to accept the May 29, 2024 minutes.

Hannah Greever seconded the motion. The motion carried. ROLL CALL #3 was approved 3-0.

**Policy:** None.

**Bldg and Grounds:** None.

**Community Relations:** None.

**Special Committees:**

**Concept Design Committee:**

**Annex Committee:**

**Illinois Heartland Library System:** Assistant Director Esther Curry reported that automatic sorting machines were voted into use and this change will happen within the next couple of years.

**Shakespeare Foundation:** None.

**Unfinished Business:** 1. **Library Expansion:** A new, updated contract and narrative for Reese Rutland has been sent to the Attorney General's office. This should complete the required paperwork and allow Reese to begin work.

2. **Approval of Whistleblower Policy:** The board will not need a member to serve as an auditor as this role is covered by the Attorney General's office. Linda Woodrome made a motion to approve the whistleblower policy. Alyson Morris seconded the motion. The motion carried. ROLL CALL #4 was approved 5-0.

**New Business:** 1. **Non-resident cards:** Linda Woodrome made a motion to set the fee for non-resident cards at \$120. Hannah Greever seconded the motion. The motion carried. ROLL CALL #5 was approved 5-0.

2. **Library salaries for FY24-25:** The personnel committee recommended a 6% raise for full-time staff and a 4% raise for part-time staff in order to keep salaries commensurate with the state increases in minimum wage. Hannah Greever made a motion to accept the personnel committee's recommendation for salaries. Amanda Crider seconded the motion. The motion carried. ROLL CALL #6 was approved 5-0.

3. **Library Closing Juneteenth:** The board received a letter from Cindy Irvin asking for the library to be closed in observance of Juneteenth, considering that all federal, state and county offices will be closed, as well as local banks and several other area libraries. IHLS will also be closed, so there will be no book delivery on that day. Linda Woodrome made a motion to close the library for Juneteenth. Alyson Morris seconded the motion. The motion carried. ROLL CALL #7 was approved 5-0.

4. **Assistant Director Promotion to Director:** Due to Assistant Director Esther Curry's experience at the library, and her 18 years serving as assistant director, the personnel committee recommended appointing Esther as the new Library Director to replace Director Pixley. Linda Woodrome made a motion to appoint Esther Curry as Library Director and for a new Assistant Director to be hired. Hannah Greever seconded the motion. The motion carried. ROLL CALL #8 was approved 5-0.

5. **Building Fund Levy:** Hannah Greever made a motion to approve the Building Fund Levy. Amanda Crider seconded the motion. The motion carried. ROLL CALL #9 was approved 5-0.

6. **Office Manager/Bookkeeper job description approval:** Hannah Greever made a motion to approve the Office Manager job description. Amanda Crider seconded the motion. The motion carried. ROLL CALL #10 was approved 5-0.

**Closed Session:** None.

**Adjournment:** Linda Woodrome made a motion to adjourn the meeting. Hannah Greever seconded the motion. The motion carried. ROLL CALL #11 was approved 5-0. President Crider adjourned the meeting at 7:33 PM.

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