

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—May 13, 2025**

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 was called to order at 7:06 PM by President Amanda Crider. Those present were Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Director Esther Curry, and Assistant Director Erin Steinsultz. Sharon Yearwood attended on Zoom.

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 April 8, 2025 minutes. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, and Sharon Yearwood voted in favor of the motion. ROLL CALL #1 was approved 5-0.

Correspondence: The library received: a thank you letter from IHLS for Erin's work on the IHLS nominating committee; a letter of resignation from April Szarek; and the 2025 Election Certification. Amanda and Sharon will be sworn in at the next meeting.

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

First Community Bank	General Operating Fund	\$ 380,241.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>2,280,507.00</u>
	TOTAL	\$ 2,860,690.00

Hannah Greever made a motion to accept the Treasurer's Report, pay the April bills, and transfer \$100,000 from savings to checking. Holly Johnson seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, and Sharon Yearwood voted in favor of the motion. ROLL CALL #2 was approved 5-0.

Director's Report: Esther reported that Shawn Campbell is filling the role made available on Jan Kreher's retirement, and Abby Fields will be replacing April Szarek after her resignation.

Staff Reports - Report of Officers: **President:** None.

Treasurer: None.

Standing Committees:

Finance: None.

Personnel: Hannah Greever made a motion to approve the minutes from the May 8 Personnel Committee meeting. Amanda Crider seconded the motion. The motion carried. ROLL CALL #3 was approved 2-0.

Policy: None.

Bldg and Grounds: None.

Community Relations: None.

Special Committees:

Concept Design Committee: None.

Annex Committee: None.

Illinois Heartland Library System: Esther shared that IHLS is installing automated material handlers, which should speed up material transfer time between libraries. All three hubs should be done by September.

Shakespeare Foundation: Bob Metcalf reported that \$1,100 has been transferred into the Edward Jones account, which continues to grow.

Unfinished Business: 1. Library Expansion - The board reviewed the number of library materials added each year compared to available shelf space. Esther explained the need for continued weeding of materials, especially in the Junior department, due to the lack of shelf space. Hannah Greever asked about the feasibility of beginning the fundraising process before settling on a new plan with Dewberry. The board discussed possible options for fundraising, and whether the Annex committee should meet. It was suggested that the process of finding a fundraiser should begin before the Annex committee meets. Dewberry discussion was tabled until a future meeting.

New Business: 1. Review Closed Session Minutes - The review of closed session minutes was moved to the June board meeting.

2. Approve the Ordinance to Levy for Building and Maintenance- Hannah Greever made motion to approve the Ordinance 25-01 to Levy for Building and Maintenance. Amanda Crider seconded the motion. The motion carried. ROLL CALL #4 was approved 5-0.

3. Approve the recommendations of the Personnel Committee regarding changes to the cost of Health Insurance - Holly Johnson made a motion to approve the recommendations of the Personnel Committee regarding changes to the cost of health insurance. Hannah Greever seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, and Sharon Yearwood voted in favor of the motion. ROLL CALL #5 was approved 5-0.

4. Approve the recommendations of the Personnel Committee for staff raises in FY25-26- Hannah Greever made a motion to approve the recommendations of the Personnel Committee for staff raises. Holly Johnson seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, and Sharon Yearwood voted in favor of the motion. ROLL CALL #6 was approved 5-0.

5. Approve Genealogy Coordinator job description - Hannah Greever made motion to approve the genealogy coordinator job description. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, and Sharon Yearwood voted in favor of the motion. ROLL CALL #7 was approved 5-0.

6. Approve the Non-Resident Card fee - Hannah Greever made motion to approve the non-resident card fee at \$70 per year. Bob Metcalf seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, and Sharon Yearwood voted in favor of the motion. ROLL CALL #8 was approved 5-0.

Closed Session: None.

Adjournment: Hannah Greever made a motion to adjourn the meeting. Amanda Crider seconded the motion. The motion carried. ROLL CALL #9 was approved 5-0. President Crider adjourned the meeting at 8:09PM.
