

**C.E. Brehm Memorial Public Library District Board of Trustees  
Minutes—10 June 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 7:00 PM by President Amanda Crider. Those present were Amanda Crider, Holly Johnson, Bob Metcalf, Linda Woodrome, Director Esther Curry, and Assistant Director Erin Steinsultz. Sharon Yearwood and Alyson Morris attended on Zoom.

**Oath of Officers**

Oaths of Office were sworn by Amanda Crider and Sharon Yearwood. As Sharon was attending the meeting remotely, Linda Woodrome read Sharon's oath in her stead, with Sharon's affirmation of said oath.

**Election of Officers**

**Nominations to for officers were made as follows:**

- **Amanda Crider was nominated for President by Linda Woodrome.**
- **Linda Woodrome was nominated for Vice-President by Amanda Crider.**
- **Bob Metcalf was nominated for Treasurer by Amanda Crider.**
- **There were no other nominations for Secretary, so Hannah Greever will retain her position as Secretary, pending Hannah's agreement.**
- **The above nominations would result in no change in elected officers.**
- **A motion was made by Linda Woodrome to keep the officers "As Is". This motion was seconded by Sharon Yearwood. ROLL CALL #1 was approved 6-0.**

**Set Committees**

**A motion was made by Linda Woodrome to keep the committees “As Is”. This motion was seconded by Amanda Crider. ROLL CALL #2 was approved 6-0.**

**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, a motion was made to accept the 13 May 2025 minutes as typed. The May minutes were approved by unanimous consent.

**Correspondence:** The library received:

- a letter from Morgan Doggett thanking the library staff for their technology help.
- a thank-you card from Jan Kreher for her retirement reception.

**Treasurer’s Report:** Treasurer Bob Metcalf gave the following report:

First Community Bank	General Operating Fund	\$	251,763.00
	Working Cash Fund		199,942.00
	Special Reserve Fund		<u>2,280,507.00</u>
	TOTAL	\$	
2,732,212.00			

Linda Woodrome made a motion to accept the Treasurer’s Report, pay the May bills, and transfer \$100,000 from savings to checking. Amanda Crider seconded the motion. All voted in favor of the motion. ROLL CALL #3 was approved 6-0.

**Director’s Report:**

- Looking into Give Butter as fundraising planning for Summer Reading, etc.
- No Children’s Department Report, as Susan has been focusing on the beginning of the Summer Reading Program.

**Report of Officers:**

- President - None
- Treasurer - None
- Standing Committees
  - Finance – None
  - Personnel – None
  - Policy - None
  - Building and Grounds - None
  - Community Relations - None

#### **Special Committees:**

- Library Expansion Committee- None

#### **Illinois Heartland Library System:**

**Shakespeare Foundation:** Bob Metcalf reported that \$1,10,024.00 has been reached, surpassing original expectations.

#### **Unfinished Business:**

- Review of Closed Session Minutes
  - Bob Metcalf and Holly Johnson reviewed the old closed session minutes and decided that they should remain private.

#### **New Business:**

- Approval of quote from Purcell Electric Company to replace can lights
  - There has been a problem with the old ones smoking, and the ballasts have been replaced.
  - The plan is to retrofit 60 can lights with 120V LED lamps.
  - The total cost of parts and labor is \$5,325.00, per the quote.
  - Linda Woodrome made a motion to approve the quote from Purcell Electric Company. Holly Johnson seconded the motion. ROLL CALL #4 was a unanimous 6-0 in favor.
- Approval of purchase of new copier for Bookkeeper's office
  - The old was has been jamming, and it is becoming increasingly difficult to obtain replacement parts.

- The new one will have faxing capabilities and will be able to produce more sheets per minute.
- Amanda Crider made a motion to approve the purchase of a new copier and to pay for it in full, rather than financing it. Holly Johnson seconded the motion. All members voted in favor. ROLL CALL #5 was 6-0.
- Approval of changes to the existing Routine Banking Procedures
  - The credit card was recently cut off as a result of a payment due date being missed. The bank suggested making more payments online, rather than writing checks. Some bills will still be paid by sending a check through the mail. Bills paid online may need to be paid at different times. The Board will need to approve a list of bills for the beginning of the month.
  - Linda Woodrome made a motion to approve the updated changes to the banking routine. Amanda Crider seconded the motion. ROLL CALL #6 was a unanimous 6-0 in favor.
- Approval of changes to the Leaves Policy
  - A motion was made by Sharon Yearwood to approve the revisions of the Leaves Policy. A second was made by Bob Metcalf. ROLL CALL #7 was a unanimous 6-0 in favor.

**Closed Session:** None

Linda Woodrome made a motion to adjourn. Amanda Crider seconded the motion. Roll #8 was approved 6-0. President Amanda Crider adjourned the meeting at 7:35pm.

---