

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—April 8, 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, Hannah Greever, Holly Johnson, Bob Metcalf, Alyson Morris, 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, Hannah Greever made a motion to accept the March 13, 2025 minutes. Holly Johnson seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Alyson Morris, and Sharon Yearwood voted in favor of the motion. ROLL CALL #1 was approved 6-0.

Correspondence: The library received a letter of retirement from Jan Kreher, the Johnson Control service report, and a tax appeal hearing notice. Director Curry discussed the letter from Alexi Giannoulis regarding the IMLS funding cuts, and shared that the main area where our library could see an impact is in the state funding for per capita grants. As the current fiscal year and the upcoming fiscal year are already funded, this impact would not be immediately apparent.

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

First Community Bank	General Operating Fund	\$ 475,413.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>2,280,507.00</u>
	TOTAL	\$ 2,955,862.00

Sharon Yearwood made a motion to accept the Treasurer's Report, pay the March bills, and transfer \$125,000 from savings to checking. Hannah Greever seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Alyson Morris, and Sharon Yearwood voted in favor of the motion. ROLL CALL #2 was approved 6-0.

Director's Report: Esther shared that Erin would be taking on programing in her new role as assistant director.

Staff Reports: Nothing from written staff reports was noted in the meeting.

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

Treasurer: None.

Standing Committees:

Finance: None.

Personnel: None.

Policy: None.

Bldg and Grounds: None.

Community Relations: None.

Special Committees:

Concept Design Committee: None.

Annex Committee: None.

Illinois Heartland Library System: IHLS will be coordinating with libraries in the area to discuss IMLS funding with representatives in Springfield.

Shakespeare Foundation: None.

Unfinished Business: 1.OMA and Sexual Harassment Prevention Training - Board members were reminded that these are due in May.

2. Statement of Economic Interest -This is due in May; Esther sent out an email with a link.

3. Library Expansion - The board discussed the different Dewberry options for the expansion. Bob Metcalf expressed his concern with the need for an addition and his preference for using the existing brick building instead of pursuing new construction. Amanda reviewed the board's efforts in the past to utilize the brick building, and the obstacles with that option. Several board members expressed the need for more space, especially for programming that draws larger numbers of patrons, particularly with children's summer programs and game days throughout the year. Since the addition of the wings, the library has gone from serving 3 townships to serving 15 townships. Esther shared her opinion that the option for a 7,400SF total addition would not really meet the increased need for space, but that a 10,000SF addition would be adequate. Amanda stressed that all board members will need to be involved and share their opinion so that a decision can be made and the project can move forward. The matter was tabled until the May meeting.

New Business: 1.Review Closed Session Minutes - Due to time constraints, the review of closed session minutes was moved to the May board meeting.

2. Set Personnel Committee meeting to review staff raises - Committee members will plan to meet in early May in order to have their recommendation for the June board meeting.

3. Approval of IMRF Resolution for IRC Section 125 Plan - Hannah Greever made a motion to approve the IMRF Resolution for IRC Section 125 Plan. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Alyson Morris, and Sharon Yearwood voted in favor of the motion. ROLL CALL #3 was approved 6-0.

4. Approval of updated Circulation Coordinator (formerly Head of Circulation) job description - Alyson Morris made a motion to approve the updated Circulation Coordinator job description. Hannah Greever seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Alyson Morris, and Sharon Yearwood voted in favor of the motion. ROLL CALL #4 was approved 6-0.

Closed Session: None.

Adjournment: Hannah Greever made a motion to adjourn the meeting. Holly Johnson seconded the motion. The motion carried. ROLL CALL #5 was approved 6-0. President Crider adjourned the meeting at 8:26PM.
