

**C.E. Brehm Memorial Public Library District  
Board of Trustees  
Minutes—February 11, 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 Hannah Greever, Holly Johnson, Bob Metcalf, Linda Woodrome, Director Bill Pixley, and Assistant Director Esther Curry. Amanda Crider and Sharon Yearwood attended on Zoom.

**Audience to Visitors:** Erin Steinsultz.

**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 January 14, 2025 minutes. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Linda Woodrome, and Sharon Yearwood voted in favor of the motion. ROLL CALL #1 was approved 6-0.

**Correspondence:** The library received a property tax appeal letter. The IHLS Board is looking for a trustee to serve on their board.

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

First Community Bank	General Operating Fund	\$ 660,954.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>2,280,507.00</u>
	TOTAL	\$ 3,141,403.00

Linda Woodrome made a motion to accept the Treasurer's Report and pay the January bills. Sharon Yearwood seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Linda Woodrome, and Sharon Yearwood voted in favor of the motion. ROLL CALL #2 was approved 6-0.

**Director's Report:** Director Pixley reminded the board that for the upcoming CD renewal, he would no longer be here, so Assistant Director Curry would need to sign for it. The signer card at the bank will also need to be updated; Director Pixley will let signers know when they need to go to the bank.

**Staff Reports:** 50 people attended the Game Day at the library. In the Children's department, there were 40 patrons in attendance for an evening Dragon Drop-In program.

**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 is looking for new board nominees for the coming year.

**Shakespeare Foundation:** Bob Metcalf reported that the foundation is nearing a value of \$1,000,000, which will be a significant milestone.

**Unfinished Business: 1. Library Expansion:** Bob Metcalf shared his concerns about the scope and expense of the library expansion project. He encouraged the board to consider the needs of the library and whether the project was on track and all the possibilities had been considered. President Crider reviewed with the board the history of the project, including the consideration of the cost to renovate the old annex building compared to new construction. Director Pixley and Assistant Director Curry shared the challenges with using the annex as a separate building, and noted the change in genealogy department usage in recent years which necessitated reevaluating whether the building should be used to house the genealogy department, as was originally intended. Sharon Yearwood expressed the importance of having a plan in place in the event that grant money should become available to the library.

The major needs of the library continue to be a larger meeting room, as well as expanded space for the children's department and the adult collections. The general agreement was that a 5,000 square foot addition would likely be adequate to address these needs. Director Pixley will contact Amanda Voorhees at Dewberry to get an estimate on the cost for 5,000 square feet. Sharon Yearwood made a motion to table the discussion and postpone the decision on a new contract with Dewberry until the April board meeting when the library's incoming Director and Assistant Director are in their new roles. Holly Johnson seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Linda Woodrome, and Sharon Yearwood voted in favor of the motion. ROLL CALL #3 passed 6-0.

**New Business: 1. Erin Steinsultz the new Assistant Director** - Erin introduced herself to the board and shared briefly about her previous positions at local libraries.

**2. OMA and Sexual Harassment Training** - This yearly training needs to be completed by all board members by May.

**3. Approval of the Internet service provider for e-Rate** - Assistant Director Curry made the recommendation that the library continue to use Clearwave for internet service. Linda Woodrome made a motion to approve Clearwave for internet service. Hannah Greever seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Linda Woodrome, and Sharon Yearwood voted in favor of the motion. ROLL CALL #4 passed 6-0.

**4. TIF district information from City Hall** Director Pixley shared that he has not yet received information from City Hall.

**5. New Outdoor Light for Parking Lot-** Bob Metcalf made a motion to approve a new outdoor light for the parking lot. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Linda Woodrome, and Sharon Yearwood voted in favor of the motion. ROLL CALL #5 passed 6-0.

**6. CD renewal** Linda Woodrome made a motion to approve the renewal of the CD for 2 years. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Bob Metcalf, Linda Woodrome, and Sharon Yearwood voted in favor of the motion. ROLL CALL #6 was approved 6-0.

**Closed Session:** None.

**Adjournment:** President Crider made a motion to adjourn the meeting. Linda Woodrome seconded the motion. The motion carried. ROLL CALL #7 was approved 6-0. President Crider adjourned the meeting at 8:05 PM.

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