

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—March 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 Amanda Crider, Holly Johnson, Alyson Morris, Linda Woodrome, Director Bill Pixley, Assistant Director Esther Curry, and incoming assistant director Erin Steinsultz. Hannah Greever attended on Zoom.

Audience to Visitors: Sharon Pixley, Matthew and Kathy Jackson, Travis Morris from the Sentinel, and Mary Pixley Hall and Jeff Hall on Zoom.

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 February 11, 2025 minutes. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Alyson Morris, and Linda Woodrome voted in favor of the motion. ROLL CALL #1 was approved 5-0.

Correspondence: The library received Director Bill Pixley's letter of retirement.

Treasurer's Report: Linda Woodrome gave the following report:

First Community Bank	General Operating Fund	\$ 587,819.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>2,280,507.00</u>
	TOTAL	\$ 3,068,268.00

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

Director's Report: Attendance across 4 programs in the adult/teen department was 97.

Staff Reports: Paul Lorenz attended a genealogy workshop at the Historical Village. Genealogy reported the need to find a way to display donations from the collection of Barbara Denham. Assistant Director Curry said she would look into this. Attendance for children's programming in February was 104.

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: The email with the updated estimate from Amanda Voorhees will be discussed next month.

Illinois Heartland Library System: IHLS will soon be installing automated material handlers, which will speed up the sorting process.

Shakespeare Foundation: Director Pixley shared that the foundation has now reached a value of \$1,000,000.

Unfinished Business: 1. OMA and Sexual Harassment Training: These are due in May; Esther will send out links in case board members still need them

2. Statement of Economic Interest: Board members need to have these completed by the end of May.

New Business: 1. Accept Bill's Letter of retirement - Amanda Crider made a motion to accept Bill's letter of retirement. Alyson Morris seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Alyson Morris, and Linda Woodrome voted in favor of the motion. ROLL CALL #3 was approved 5-0.

2. Approval of Esther becoming the IMRF Authorized Agent - Linda Woodrome made a motion to approve Esther becoming the IMRF Authorized Agent. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Alyson Morris, and Linda Woodrome voted in favor of the motion. ROLL CALL #4 was approved 5-0.

3. Approval of Bookkeeper/Office Manager job description - Amanda Crider made a motion to approve the bookkeeper/office manager job description. Linda Woodrome seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Alyson Morris, and Linda Woodrome voted in favor of the motion. ROLL CALL #5 was approved 5-0.

4. Approval of purchase of display case - The old display case had become difficult to open and a new case would provide more lighting and space. Hannah Greever made a motion to approve the purchase of a display case. Holly Johnson seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Alyson Morris, and Linda Woodrome voted in favor of the motion. ROLL CALL #6 was approved 5-0.

5. Approval of a new desk for the Director's Office - Linda Woodrome made a motion to approve the purchase of a new desk. Amanda Crider seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Alyson Morris, and Linda Woodrome voted in favor of the motion. ROLL CALL #7 was approved 5-0.

6. Approval of quotes from Johnson Control - Linda Woodrome made a motion to approve the quotes from Johnson Control. Hannah Greever seconded the motion. Amanda Crider, Hannah Greever, Holly Johnson, Alyson Morris, and Linda Woodrome voted in favor of the motion. ROLL CALL #8 was approved 5-0.

Closed Session: None.

Adjournment: Linda Woodrome made a motion to adjourn the meeting. Alyson Morris seconded the motion. The motion carried. ROLL CALL #9 was approved 5-0. President Crider adjourned the meeting at 7:45 PM.
