

**C.E. Brehm Memorial Public Library District
Board of Trustees
Minutes—November 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 President Crider, Hannah Greever, Bob Metcalf, Alyson Morris, Linda Woodrome, Director Esther Curry, and Assistant Director Erin Steinsultz. Absent from the meeting were Holly Johnson and Katie Williams.

Audience to Visitors: None.

Secretary's Report: The Secretary's Report was previously presented to the board members. As there were no corrections or additions to the October minutes, the secretary's report was approved by unanimous consent.

Correspondence: The library received correspondence regarding the second installment of taxes as well as Personal Property Replacement Tax.

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

First Community Bank	General Operating Fund	\$ 891,256.38
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>2,383,858.00</u>
	TOTAL	\$ 3,475,056.38

Linda Woodrome made a motion to accept the Treasurer's Report, pay the October bills, and transfer \$1,000,000 from checking to savings. Hannah Greever seconded the motion. ROLL CALL #1 was approved 5-0.

Director's Report & Staff Reports - Director Curry noted a good turnout for this year's Books for Treats program despite the rain. Assistant Director Steinsultz provided an overview of the library's deliveries to local assisted living facilities, which is an outreach that is greatly appreciated by the residents.

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: Director Curry reported that IHLS is looking for a replacement trustee and has asked Amanda Crider to fill the role.

Shakespeare Foundation: Bob Metcalf shared that the endowment continues to grow and suggests withdrawing 3% this year to fund future improvements to the library.

Unfinished Business: None.

New Business: **1. Approval of new committee rosters** - Tabled until next month due to absence of two board members.

2. Approval of resolution to authorize payment of bills in the next calendar year when the Board lacks a quorum - Bob Metcalf made a motion to approve the resolution to authorize the payment of bills in the next calendar year when the board lacks a quorum. Linda Woodrome seconded the motion. ROLL CALL #2 was approved 5-0.

3. Approval of joining ECC Consortium to provide Libby for patrons - Hannah Greever made a motion to approve joining ECC Consortium to provide Libby for patrons. Bob Metcalf seconded the motion. ROLL CALL #3 was approved 5-0.

4. Approval of quote from Bradford Systems for Genealogy Movable shelving - Director Curry explained the lack of shelf space in the genealogy department, and the benefits of the movable shelving. Special reserve funds are available to cover the cost, and Illinois DAR has stated they may consider a donation toward the project. Linda Woodrome made a motion to approve the quote from Bradford Systems for Genealogy Movable shelving. Hannah Greever seconded the motion. ROLL CALL #4 was approved 5-0.

5. Review of new guidelines for Trustee training - Director Curry reminded board members of training available on L2 accounts, and asked any board members who still need to complete training to do so by the end of the year.

6. Review Serving Our Public sections - The board reviewed and discussed sections 4-6: Collection Management, Finance and Budget, and Governance and Administration. Areas that need improvement include long-term financial planning and having a succession plan in place.

Closed Session: None.

Adjournment: With approval by unanimous consent, President Crider adjourned the meeting at 8:00 PM.
