

Vespasian Warner Public Library District
Clinton, IL 61727
Board of Trustees Meeting
November 8, 2023

President Jonah Kolb called the meeting of the board to order at 6:02 p.m. Roll call was taken with the following members present: Kolb, Becky Adams, Janelle Sams-Thomas, Matt Love, and Stephanie Coonce. Absent: Logan Redman and Laura Hale. Also present: Executive Director Bobbi Perryman, Business Manager Samantha Rusk, and Youth Services Manager Melissa Snow.

Minutes—On a motion by Sams-Thomas, the October 11 board meeting minutes were approved by voice vote.

Approval of Bills—None

Correspondence—None

Staff Reports—

- The Sotos have resigned as custodians effective November 5.
- Perryman is working with an agent from the Illinois Records Administration to complete paperwork for a records disposal certificate. She noted that employment records must be kept for 50 years.
- The annual inventory and weeding of the library is done. The number of missing items continues to be very low. Perryman indicated that the weeding portion is the more important part.
- Snow reported that trick-or-treat numbers are up this year.
- Snow is presenting a monthly craft night at The Vault.
- Rusk and Snow are working on a grant for furniture for older youth.
- The library is decorating the music room at the Homestead for Christmas and will be decorating a tree for the new Festival of Trees on the square.
- Snow has plans for a Hogwarts study hall for teens.

Standing Committee Reports:

- A. Finance—There were lots of CD renewals this past month. Love noted that the working cash was accidentally put in a 12-month CD at 5%. He says we don't need to change this since another CD with \$291,000 comes due in December, and that will be available for a \$250,000 payment on the HVAC project.
- B. Property—The committee met this afternoon and are reviewing a 200-page first draft of the HVAC bid packet. Maintenance Supervisor Lucas Snow and Rusk have been directing questions to McClure and anticipate the packet will be ready by early December.
- C. Personnel—April Harvey has been hired as clerk for Tuesday and Thursday evenings.
- D. Policy—See D under business items below.

Business Items:

- A. FY2023/2024 Tax Levy—Final tax payment for this past year is to be made tomorrow. The county's EAV is up enough that the board might need a black border notice in the future for an increase of more than 5%, but we don't need to do so this year since we can get by with less than 5%. In coming years, we might need to do so if the HVAC project requires it. A Truth in Taxation certificate has been filed with the county indicating we are not increasing the levy by more than 5%.

- B. FY 2023/2024 Building Equipment and Maintenance Levy—Love moved to approve the tax levy and the Building Equipment and Maintenance Levy. The board unanimously approved the motion on a roll call vote.
- C. Per Capita Standards for Public Libraries were reviewed as required for the annual state per capita grant.
- D. VESSA Special Leave Policy—To comply with a new state law to take effect January 1, the board needs to pass a policy on giving time off to victims of domestic violence. Sams-Thomas’s motion to approve the proposed policy passed by voice vote.
- E. SHARE Fee Increase—SHARE provides circulation software, which we need, but the group is proposing a 35% increase for 2024/2025 only for libraries with budgets of more than 1 million dollars. This applies to 14 libraries, and VWPLD is #14. This was designed to help small libraries afford the software without a large increase. This increase also is to pay for lots of projects the group wants without charging the small libraries for them. The increase for all libraries last year was only 4%. Perryman is going to a Share finance meeting to ask them to reduce the increase, which would be a hardship for us. Perryman will suggest they base the fee on past usage and perhaps cut some of the proposed projects.
- F. Culture Statement and Core Values—The board reviewed a draft culture statement and the accompanying core values draft (which align with our mission). It was suggested that we add the sentence “The library is a good steward of public funds” at the end of the section titled “Responsibility.” Adams moved to approve the draft with the addition, and the motion carried by voice vote.

Announcements—Kolb announced that, due to pressing personal responsibilities, he will be resigning from the board effective at the end of December. His term was to end in April of 2025. Vice President Sams-Thomas will need to appoint a new board member to fill his vacancy until then. The board should be looking for a replacement who shows similar skills.

Adjournment—On a motion by Sams-Thomas, the meeting was adjourned at 7:03 p.m. Motion passed by voice vote.

The next meeting is Wednesday, December 13, 2023, at 6 p.m.

Respectfully submitted,
Becky Adams