**Vespasian Warner Public Library District**

**Clinton, IL 61727**

**Board of Trustees Meeting**

**January 11, 2023**

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

Minutes—On a motion by Love, the November 9, 2022, minutes were approved by voice vote, and on a motion by Redman the executive session minutes of the same date were also approved by voice vote.

Approval of Bills—None.

Correspondence—from Marian Brisard, retired executive director of the Chamber of Commerce, thanking the library for the fun craft activity after the Christmas parade.

Staff Reports

* Displays by the 4-H and the DeWitt County Genealogical Society will be in the lower level display cases until April and will be followed by displays from the DeWitt County Museum. On the main floor is a touchable local history display created by library employee Trisha Benedict in the area where the doll case has been.
* E-content visitation has been up in December, and foot traffic continues to trend up.
* Rusk applied for two grants and received one from the Youth in Philanthropy section of the Illinois Prairie Community Foundation for modular seating on the children’s floor. The re-arrangement of that floor will be done this weekend.
* Youth Services Manager Corey Campbell and Assistant Business Manager Logan Janicki have undergone cataloging training.
* Registration for the winter book club began Monday. Even board members are eligible for prizes of mugs featuring a books, blankets, and warm drinks logo.

Standing Committee Reports:

1. Finance—CD rates are up.
2. Property—See Business Item A.
3. Personnel—Twenty applications for a part-time clerk to replace Wendy West have been received, more than anticipated. Five have been interviewed by phone, and in-person interviews will be conducted soon.
4. Policy—none.

Business Items:

1. HVAC project update—Rusk met with McClure Engineering to get information for an Illinois state construction grant due Monday, which is to be awarded in mid to late April for Phase 1 of the project. If awarded, the state will do a 1:1 match up to $125,000. The cost for Phase 1 was based on initial opinions from McClure, but is not a quote. If the grant is awarded, then we can put out a contract for bid in the spring for air handling units and building pressure control. The contract could be awarded by July, with construction to begin within 140 days after that and completed by March of 2024. Cost estimates for this phase are $500,00 to $650,000, including contingency funding. Phase 2, the installation of a 4-pipe system could start immediately after or wait for funding. The 4-pipe fan-coil unit could cost $1.2-$1.5 million, including market contingency. We can apply for the state grant once per year, but may not be prioritized the second time if we are given the first.
2. Decennial Committees on Local Government Efficiency Act—Due to a new law, all local governments except municipalities and counties must meet to study this once every ten years. The committee includes all board members plus two members of the public. We will be meeting once, possibly at a regular board meeting, and must be done by June.
3. Allocation of an Anonymous Donation—The library has received a $5,000 anonymous donation. Fifteen ideas of varying costs were presented for us to think about, with the suggestion that we keep a “wish list” for donations or donors.

Adjournment - On a motion by Love, the meeting was adjourned at 6:59 p.m. Motion passed by voice vote.

The next meeting is Wednesday, February 8, 2023, at 6 p.m.

Respectfully submitted,

Becky Adams