

**Vespasian Warner Public Library District**  
**Clinton, IL 61727**  
**Board of Trustees Meeting**  
**June 14, 2023**

Vice President Janelle Sams-Thomas called the meeting of the board to order at 6:04 p.m. Roll call was taken with the following members present: Matt Love, Becky Adams, Sams-Thomas, Logan Redman, and Laura Hale. Absent: Jonah Kolb and Stephanie Coonce. Also present: Executive Director Bobbi Perryman, Business Manager Samantha Rusk, Children’s Services Manager Corey Campbell, as well as Decennial Committee Member Jean Wallace. Absent from the Decennial Committee was Ben Barth.

The Decennial Committee on Local Government Efficiency—The second meeting opened at 6:06 and was completed at 6:21. Love’s motion to approve minutes from the first meeting was approved by voice vote. The committee reviewed the revised report, including current budget appropriations and services/programs we could possibly provide, such as online registrations and room rentals and pop-up or offsite library services and programs. Added to the report was a section on our well-trained, warm, and welcoming staff, their high level of collaboration and low turnover, as well as their individual work on library projects and resulting stake in library outcomes. Also added was the analysis of library usage and door counts, resulting in reduced hours for low usage times and the resulting alleviation of staffing problems. The committee viewed charts showing costs associated with staffing, minimum wage increases, and decreases in full-time versus part-time staffers. Another chart showed the increase in patron holds and checkouts over the past three years and the resulting decrease in staff performing the same actions. An example of reducing wasted staff time by adjusting procedures for complex operations was the analysis of the steps needed to get an item shelf-ready. This was one type of savings that can result from LEAN management.

Minutes—On a motion by Hale, the May 10 board meeting minutes and the May 17 special HVAC board meeting minutes were approved by voice vote.

Approval of Bills—None

Correspondence—None

Staff Reports

- Ladies from Decatur presented the library with an official “Audubon Plants for Birds Garden” designation in honor of the sunken gardens outside the lower levels.
- Library Director Perryman gave a presentation on Romance Readers Advisory for the Illinois Library Association’s Noon Network.
- A check for the \$125,000 state construction grant was received, as well as \$15,000 for the annual state per capita grant.
- Rusk says she is evaluating how the Friends of the Library is handling their new duties managing the Apple & Pork booths.
- So far, there are more Summer Readers than last year. The kids love having their own cards, which are issued on lanyards. More than 55 new cards were issued.

Standing Committee Reports:

- A. Finance—One CD was renewed at 4 percent interest. We have several at 5 percent, all local.
- B. Property—Keyless entry and VOIP phone are still in process.

- C. Personnel—Trisha Benedict has resigned. She had gone from part-time to Saturday only. The library is filling in with part-timers.
- D. Policy—none

Business Items:

- A. HVAC Project—Property Committee meets next week to consider three options: 1) We end ties with McClure Engineering completely and manage the project ourselves. 2) We award Full Design authority to McClure, in which they take over the full contracting of the project, create all instructions, take bids, and arrange for subcontractors. Cost would be about \$200,000. The bids would be done in August or the beginning of September, and construction would begin next spring. 3) We designate them as Design-Assist. We handle the bids. Contractors come up with a full plan. This would be a fast-track option. Cost would be about \$35,000. Some help from McClure would be available as needed for extra money. The board will be voting next month on the options after the property committee meets and makes suggestions.
- B. Microfilm Reader—On a motion from Redman, the board unanimously approved purchasing a digital reader/printer, an ST Imaging ViewScan 4 from RMC Imaging, Inc. for \$6,685, which includes lifetime free software upgrades, lifetime LED lamp replacement, installation, training, and freight. The board decided against their option at \$7,285 which would include a PC.
- C. Non-Resident Program Participation for FY 23/24—On a motion by Adams, the board approved by voice vote participating, with the cost for participants to be determined by the tax bill method.
- D. Meeting Dates for FY 23/24—On a motion by Redman, the board approved by voice vote continuing to meet at 6 p.m. on the second Wednesday of each month except August (which will be later to accommodate the state law's requirement for the time period for the public to examine the annual budget).
- E. Committee Appointments for FY 23/24—Sams-Thomas appointed all members to their current committees.
- F. Two Trustees To Be Appointed To Review Closed Session Minutes—Love and Redman volunteered to serve in this capacity.

Adjournment—On a motion by Redman, the meeting was adjourned at 6:53 p.m. Motion passed by voice vote.

The next meeting is Wednesday, July 12, 2023, at 6 p.m.

Respectfully submitted,  
Becky Adams