

Vespasian Warner Public Library District
Clinton, IL 61727
Board of Trustees Meeting
July 12, 2023

Vice President Janelle Sams-Thomas called the meeting of the board to order at 6:01 p.m. Roll call was taken with the following members present: Matt Love, Becky Adams, Sams-Thomas, Logan Redman, Stephanie Counce, and Laura Hale. Absent: Jonah Kolb. Also present: Executive Director Bobbi Perryman, Business Manager Samantha Rusk, and Youth Services Manager Corey Campbell. Absent from the Decennial Committee were Jean Wallace and Ben Barth.

The Decennial Committee on Local Government Efficiency—The third meeting opened at 6:02 and was completed at 6:08. The minutes from the second meeting were approved on a motion by Love as corrected by voice vote. The committee reviewed the draft final report, with budget appropriations including \$1 million for the HVAC capital project and noting that all board of trustees members have completed OMA training. Adams moved to accept the final report, and it was approved by voice vote.

Minutes—On a motion by Love, the June 14 board meeting minutes were approved by voice vote.

Approval of Bills—None

Correspondence—None

Staff Reports

- The director has made a complaint to the FCC about Frontier’s mishandling of the library’s phone system, leaving us without our main telephone number for several days.
- Corey Campbell has resigned as Youth Services Manager. His last day is Monday, July 31. He will be taking a position as office manager with the University of Illinois’s Department of Theater.
- Campbell reported that the number of summer readers now stands at 737, well past the goal of 700. He credits the success of the summer reading program with the work done by the staff and noted that donations by the community to support the program are also up.

Standing Committee Reports:

- A. Finance—none
- B. Property—Keyless entry and VOIP phone are still in process.
- C. Personnel—The committee will be meeting Friday to discuss the Youth Services Manager opening. One of the clerks has been transferred to a different position.
- D. Policy—see D, E, and F under Business items.

Business Items:

- A. Review/Approve Tentative Budget and Appropriation Ordinance. Love’s motion to approve was passed unanimously.
- B. Set public hearing date for Budget and Appropriation Ordinance. The public hearing has been set for August 23 at 6 p.m.
- C. HVAC proposal for engineering services—Illinois law prohibits us from partnering with a firm to do Design Assist. Instead we have the draft of a letter offering McClure Engineering a fee of \$35,000 for basic engineering services for the HVAC project. They would be hired as a consultant. With their input, we would be publishing our own RFPs (Request for Proposal from contractors). This will need to

go before our attorney to make sure this satisfies legal requirements. This will go back before the board in August for discussion.

- D. Draft Paid Time Off Revision—This needs to be passed to comply with a new state law which takes effect January 1. We will table the proposal until August so adjustments can be made for long-tenured employees.
- E. Draft Cell Phone Stipend Policy and agreement--This affects four employees: Perryman, Rusk, Marie Maltby, and Lucas Snow. This also will be tabled until August, while we consult with our legal team on how often we would provide replacement phones.
- F. Draft of Reimbursement (Allowed Expenses) Revision—Adams moved that we adopt the revised policy, and it passed by voice vote.
- G. Risk Management Plan Revision—Love moved that we adopt the revision, and it passed by voice vote.
- H. Appointment of two trustees to audit FY22/23 minutes for IPLAR. Hale and Coonce were appointed to do so.

Love announced that he had been approached by Jeff Morlock, head of a group that honors local veterans, about our three-per-year limit on interviews of veterans to be submitted to the Library of Congress. Each two-to-three hour interview requires 20 to 30 hours of staff time to make a transcription, and we have a limited number of staff hours to dedicate to this. We could do more if we had volunteers. The suggestion was made that we ask the Friends of the Library if any of them are interested in volunteering for this.

Adjournment—On a motion by Love, the meeting was adjourned at 7:14 p.m. Motion passed by voice vote.

The next meeting is Wednesday, August 23, 2023, at 6 p.m.

Respectfully submitted,
Becky Adams