

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

President Jonah Kolb called the meeting of the board to order at 6:03 p.m. Roll call was taken with the following members present: Kolb, Janelle Sams-Thomas (at 6:05), Matt Love, Becky Adams, Logan Redman, Stephanie Coonce, and Laura Hale. Also present: Executive Director Bobbi Perryman and Business Manager Samantha Rusk.

Minutes—On a motion by Redman, the March 8, 2023, minutes were approved by voice vote, with corrections.

Approval of Bills—None.

Correspondence—None

Staff Reports

- Last Thursday, the State Construction Application Grants interviews were conducted. We were the only ones to score all 10's. Results should be made available in two to four weeks. Construction could begin within four weeks.
- Google virtual tour of the library is coming in May at a cost of just under \$1500. Public areas and meeting spaces will be included.
- Circulation is almost up to pre-pandemic levels. We have more foot traffic than last year.
- Since the museum is currently unusable, stacks are being sealed off for climate control.
- Self-checkout has doubled since last year, now about 200 per month. Kolb set a goal of doubling self-checkout in the next six months. The 10 percent of people who use the checkout phone app love it.

Standing Committee Reports:

- A. Finance—Several CDs have matured. The new ones at DeWitt Savings Bank are now up to 5.3%.
- B. Property—see business items.
- C. Personnel—Corey Campbell will be back from paternity leave May 1. Staff evaluations will be finished by the end of April/beginning of May.
- D. Policy—see E and F below.

Business Items:

- A. HVAC Project—McClure Engineering's Alex Pugh and their electrical engineer were here yesterday. Alex slipped while in the attic of the original library, and there is now a hole in the ceiling.
- B. Roof Repair—Flat roof on the northwest side has been repaired; the southwest side still needs done. Bids have been submitted for the southwest area. The property committee and Maintenance Supervisor Lucas Snow have recommended we retain Henson-Robinson of Springfield, whose bid was \$19,549, which includes a complete tear-off of roofing, insulation, and wet mold, putting on rubber roofing, and flashing repair. Redman moved to accept their bid, with a 10 percent contingency, totaling up to **\$20,000**. The roll-call vote was unanimously in favor.
- C. Capital Plan Review—Snow and Rusk are discussing the plan with the finance committee over the next couple of months, with an eye to prioritizing major projects for the next 10-15 years and planning how we finance and coordinate them as we do the HVAC update. Currently, half of the conversion to LED lighting has been done, with the big stuff done first.

- D. Ending of Public Health Emergency and Pandemic Sick Leave Policy—The official disaster designation ends May 11. The policy will no longer be in effect after that.
- E. Reconsideration of Materials Policy Revision—In the last ten years, we have had three informal complaints and no formal ones. On a motion by Redman, the board passed by voice vote changing the policy to accepting formal complaints only from **taxpayers and patrons** and consolidating the procedure using only one form instead of two in a two-step process.
- F. Formation of Decennial Committee on Local Government Efficiency—On a motion by Adams, the board passed by voice vote appointing Ben Barth, who teaches history at the high school, to serve as one of two citizens, along with the board and the library director. We will need another. The first meeting is to be held by June 10 and the law creating the committee requires at least three meetings over the following 18 months.

Adjournment - On a motion by Love, the meeting was adjourned at 7:02 p.m. Motion passed by voice vote.

The next meeting is Wednesday, May 10, 2023, at 6 p.m.

Respectfully submitted,
Becky Adams