

Vespasian Warner Public Library District

Special Board of Trustees’ Meeting

**MINUTES**

Tuesday, October 4th, 2022 at 5:30 p.m.

Museum Room at Vespasian Warner Public Library

310 N. Quincy St., Clinton, IL

Meeting opened at 5:39pm by Jonah Kolb

Roll Call:

As-appointed: Jonah Kolb, Janelle Sams-Thomas, Matt Love, Stephanie Coonce

Public Visitors / Staff: None

*Reviewed and approved 9/22 minutes by unanimous voice vote.*

*Reviewed and discussed detailed IPLAR data and reports, incl various usage, circulation, etc., metrics by FTE and staff expense. Board asked if Bobbi/Samantha keep program attendance breakdown active vs. passive – IPLAR data does not report this way.*

*Board discussed summary chart and how existing cost structure places VWPLD generally in bottom third or bottom quartile of peer institution grouping. FTE by square foot, however, quite low (good) – staffing does not appear to scale by building per se.*

*After discussing various metrics, focused on key metric being FT:PT ratio, esp given the high benefits:total comp ratio. As single metric/ratio, FT:PT has highest institutional impact on budget, staff model, patrons, etc. . Our benefits:salary is high in part due to FT:PT ratio (ie our library is paying benefits to more people getting salaries given # of FT) and in part due to retention strategy (good benefits viewed holistically as part of overall comp package)*. *Discussed importance of maintaining benefit levels for staff retention and morale. Question asked about competitiveness with other public employers in DeWitt Co on benefits/premiums/employee contributions – VWPLD sole employer to pay 100%.*

*Discussed anticipated retirements/voluntary departures in next 12 mos, replacement needs, impact on services, and potential to redefine/evolve some roles*

*Four areas identified for further discussion/understanding:*

1. *FT:PT staffing*
2. *Scheduling and scheduling efficiency – how to staff for building use and patron services*
3. *Benefits – review current benefits package*
4. *Role definition – very specialized roles makes it hard for board to understand overall staffing picture*

*Identified To Do’s:*

1. *Ask Bobbi/Samantha for staffing schedule*
2. *Review break-down of health/vision/dental benefits*
3. *Ask about program #s active vs. passive and if other institutions report elsewhere in this way*

*Set agenda for next meeting: review building needs and staff scheduling with Bobbi & Samantha. Oct 18th # 5:30*

*Meeting adjourned at 6:32pm*