

**Vespasian Warner Public Library District**  
**Clinton, IL 61727**  
**Board of Trustees Meeting**  
**August 23, 2023**

Vice President Janelle Sams-Thomas called the meeting of the board to order at 6:02 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 new Youth Services Manager Melissa Snow.

The public hearing for the annual budget and appropriations ordinance opened at 6:03 and closed at 6:04, with no members of the public present

Minutes—On a motion by Love, the July 12 board meeting minutes were approved by voice vote.

Approval of Bills—None

Correspondence—None

Staff Reports

- The director is still fighting with Frontier about our phone problems. The main phone line was reinstated, but the bill we received was twice the usual. Frontier had charged for the reinstatement, which was their problem, and failed to give us the usual library discounts. The inflated bill was not paid, and the library is waiting to do so after adjustments are made
- The Friends of the library contributed \$1,000 toward the new digital microfilm reader.
- More library cards were issued in July than any other time in recent years: 54. While self check-outs are still only about 5 percent, more than 40 percent of holds were done by patrons, partially due to use of the Share app.
- The board learned that the use of key cards to open the library doors would cause more work for the staff, would cost about \$10,000, while off-hour room rentals bring in only about \$1,500, making the move costly, not including having to replace the library's original doors to make them work. As a result, we are not likely to go to key cards any time soon.
- Melissa Snow was welcomed as new Youth Services Manager, taking over at the first of the month. She reported that during the summer reading club, more people read more minutes (about 700,000) and more books (about 6,300) than ever before.

Standing Committee Reports:

- A. Finance—Matt Love noted the committee is analyzing cash flow to maximize use of CD's and still maintain adequate access to funds in the checking account.
- B. Property—Transferring to VOIP phone is still in the works, and key card entry is no longer being considered.
- C. Personnel—Seven people have applied for assistant Youth Services manager (20 last time). One person has applied for the full time with benefits program coordinator position. Melissa Snow has been busy covering that and Youth Services. A draft PTO policy will be presented by the Personnel Committee at the September meeting.

D. Policy—The committee met earlier in the day to address limiting checkouts by children whose parents owe large amounts for non-returned items and to restrict seating on the children’s floor by unaccompanied adults. Adults can still browse the children’s collection, but adults without children lounging on the floor creates discomfort for parents and grandparents, and drug paraphernalia has been found left behind by some of these people. Signs about the restriction will be posted.

Business Items:

- A. Review/Approve Tentative Budget and Appropriation Ordinance. Adams’s motion to approve was passed unanimously by all board members attending.
- B. HVAC proposal for engineering services—Redman moved that the board accept McClure Engineering’s proposed fee of \$35,000 for basic engineering services for the HVAC project, plus \$720 per visit for additional site visits and other reimbursable expenses. All board members present voted in favor. The board’s attorney pointed out that under Illinois law, libraries cannot work with engineering firms on projects on a Design Assist basis, but must hire them for a fee as a consultant. Municipalities and school boards can utilize Design Assist. He suggested we contact our legislators to get this changed. It is possible that bids could be out by the end of October, and a contractor approved by the end of the year.
- C. Draft Cell Phone Stipend Policy and agreement—A proposed agreement, including limiting replacement of phones to one per year, after review by the attorney, was approved by voice vote on a motion by Love.
- D. Addition of Melissa Snow to the First National Bank signatory card—Love moved and the board approved by voice vote adding new Youth Services Manager Snow to the card.
- E. Strategic Plan Update—The last strategic plan was approved in 2018 and needs to be updated. Plans are to wait until the library has hired a new program coordinator. The library will be closed Friday for staff development, and this will be discussed then.

Last month Love said 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 then that we ask the Friends of the Library if any of them are interested in volunteering for this. The Friends will be asked about this after the Apple and Pork Festival, where they are helping with our vendor sites, and after their book sale.

Adjournment—On a motion by Redman, the meeting was adjourned at 6:42 p.m. Motion passed by voice vote.

The next meeting is Wednesday, September 13, 2023, at 6 p.m.

Respectfully submitted,  
Becky Adams