

Vespasian Warner Public Library District
Clinton, IL 61727
Board of Trustees Meeting
February 14, 2024

Treasurer Matt Love called the meeting of the board to order at 6:01 p.m. Roll call was taken with the following members present: Becky Adams, Love, Stephanie Coonce, and Laura Hale. Absent: Janelle Sams-Thomas. Also present: Executive Director Bobbi Perryman, as well as prospective members Camille Redman and Clay Held.

Acting President Matt Love appointed Camille Redman and Clay Held to the Board of Trustees to replace Jonah Kolb and Logan Redman, whose terms end in April of 2025. Secretary Adams swore them in.

Corrections or additions to the minutes: The minutes from November 8, 2023, and January 31, 2024, were approved by voice vote on a motion by Coonce.

Approval of Bills—None

Correspondence—None

Staff Reports—The library will be closed tomorrow for staff training. Heritage Behavioral Health will be conducting mental health first aid training for our staff and for some staff members of other libraries. The library has a new streaming service called Kanopy free to patrons. Two programs per week are planned for the children's summer reading club.

Standing Committee Reports

- a. Finance—A \$300,000 CD that matured February 5 was deposited to the money market account. This year's audit report showed no concerns.
- b. Property—Only two companies showed up for the pre-bid meeting for the HVAC update. Both expressed concerns over the pre-bid package created by McClure Engineering. Entec's representative pointed out problems with the package. In addition, the library's representatives were not happy with the qualifications of the McClure representative at the meeting. Perryman expressed our dissatisfaction to McClure. The library received no bids for the HVAC project. Our legal team found the library had satisfied the legal requirements for the bid process. As a result, Entec, our current maintenance firm, was selected as project manager/general contractor for the project and is working on a proposal for the administration of this position. The state was notified of the lack of bids, and the selection of Entec was okayed.
- c. Personnel—Business Manager Samantha Rusk has taken a position as director of the DeWitt County Housing Authority, and Assistant Business Manager Logan Janicki has been hired by Illinois State University. The new business manager is Kyle Taylor, already a library employee. No assistant business manager will be hired, but some duties from the two positions have been assigned to other current employees. Trevor Leggett was hired as an assistant maintenance employee part-time for 15 hours per week. He replaces the Sotos, who were contracted as custodians for many years. He seems to be doing a better job and for less money. Madisyn Gillman has been hired as a full-time clerk, doing circulation, home-bound deliveries, and bar coding. She had been working at Hardee's. Salaries for Lucas Snow, maintenance supervisor; Emily Dunham, program coordinator; and Melissa

Snow, youth services manager, have all been increased due to assignment of additional responsibilities.

d. Policy—None

Business Items:

- a. Election of a new board president—Adams nominated Hale, then moved to close nominations. The motion passed by voice vote. Hale was voted in as new board president unanimously.
- b. Appointment of new members was done at the beginning of the meeting.
- c. HVAC Professional Management Proposal was tabled.
- d. VOIP Proposal—Hart, the company which has provided and maintained our telephone equipment since 1992, was selected to replace our current phone company, Frontier, with whom we have had difficulties lately. The copper-wire telephone lines will be replaced with VOIP (voice-over internet protocol). The costs include a \$606.78 upfront cost, monthly costs of \$294.37 (a reduction from our current \$377 Frontier bill), plus \$3,084.36 to update our internet, and a \$3,500 elevator phone update. This will include call forwarding, voicemail boxes, and automated phone answering, none of which are available now. Hale moved that the board approve awarding the VOIP contract to Hart at a cost of no more than \$8,000. The motion was approved unanimously.
- e. Strategic Plan ad hoc committee—The last strategic plan was completed in 2019. Held and Coonce volunteered to serve on this year's committee.

Adjournment—On a motion by Held, the meeting was adjourned at 6:52 p.m. Motion passed by voice vote.

The next meeting is Wednesday, March 13, 2024, at 6 p.m.

Respectfully submitted,
Becky Adams