**Vespasian Warner Public Library District**

**Clinton, IL 61727**

**Board of Trustees Meeting**

**November 13, 2019**

The Vespasian Warner Public Library District Trustees met on November 13, 2019. President Jonah Kolb called the meeting to order at 5:58 p.m. Roll call was taken with the following members present: Jonah Kolb, Matt Love, Becky Adams, Glenda Kaufman, Janelle Sams-Thomas and Ed Torbert. Rennie Cluver was absent. Also present: Executive Director Bobbi Perryman, Business Manager Samantha Rusk, Children’s Librarian Paula Lopatic, Maintenance Supervisor Lucas Snow and Janet Ward.

Introduction of Maintenance Supervisor Lucas Snow - Board members introduced themselves to Snow and he talked about some of the tasks he’s working on since he started in late October.

Minutes - On motion by Sams-Thomas, the September minutes were approved as written. Motion passed unanimously by voice vote.

Director’s Report - As written. Perryman mentioned that Representative Dan Caulkins stopped by the library to present us with a $500 check, as he is donating his salary to different organizations in his district. He also toured the library and was able to visit with Board President Jonah Kolb. They spoke briefly about the minimum wage increase and how it will impact small businesses. Perryman also talked about the time capsule. Paula Lopatic had been the staff person who originally sealed the time capsule, so it was very nice that she was able to open it up. We had about 15 people attend the opening in person and many others that watched live on Facebook. Perryman and Rusk also talked about Venngage, which is a new program they are trying as a way to report monthly statistics. Board members liked the new format.

Business Manager’s Report - As written. Rusk also reported that our Apple & Pork profit was up. Halloween attendance was fantastic due to the weather and EMC Photography being present. We had approximately 400 children and around 600 total with the parents.

Children’s Librarian Report - As written. Lopatic mentioned that she does Halloween readings at Lincoln School and Wendy West goes to Clinton Elementary School and reads to the second and third graders. Lopatic has started going to the Clinton Junior High to read scary stories.

Approval of Bills - None.

Correspondence - None.

Standing Committee Reports:

1. Finance - Love mentioned that he moved the last of our investments from First National Bank to DeWitt Savings Bank because the rate of return was much better. Our checking/operating account is still at First National Bank. Love also mentioned that he and Rusk have been working on the finance and investment policy.
2. Property - None.
3. Personnel - None.
4. Policy - Items will be discussed under business items.

Business Items

FY 2019/2020 Tax Levy - The levy represents a 4.88% increase from last year. IMRF represents the main increase with the anticipation of upcoming retirements. We have two separate ordinances for approval. Ordinance 19-2 is the levy for fiscal year 2019/2020 and Ordinance 19-3 is the building and maintenance levy. On motion by Adams, Ordinances 19-2 and 19-3 were approved unanimously by roll call vote.

Sexual Harassment Policy Update - Sexual harassment training is now required by the state on an annual basis. Wording in our current policy has been changed to reflect this new requirement.

Claimed Returned/Lost Items Policy - Patrons may have two items “claimed returned” or “claimed never had” without losing their ability to checkout or use the computers. If they have three or more, payment must be made to keep their privileges. If a patron borrows and fails to return library materials with an aggregate value of $50 or more, prosecution may be made under 720 ILCS 5/16-1.

Continuation of Service Policy - This policy is in addition to our disaster plan. All of our items including patron records are backed up offsite. We could use the DeWitt County Museum as a temporary headquarters, if needed.

Optional Set-Up Fee for Meeting Rooms - For an additional $20 fee, a staff member will set up a meeting room for events.

On motion by Love, all policies presented are passed. Motion passed unanimously by voice vote.

Organizational Management for Per Capita Grant - The library staff watched a video presentation on innovation. We now have idea proposal forms that can be used when a staff member has an idea or a solution that can be implemented. This ties in with our Strategic Plan that we have been discussing at our monthly staff meeting.

Minimum Wage - With the first of the minimum wage increases beginning January 1, 2020, the Finance Committee recommended cutting the hours of the four part-time employees that are affected so that their pay will remain the same. As each increase is implemented, more employees will be in line for increases and this will eventually add around $50,000 to our annual budget. We also have IMRF funding to consider. Adams made a motion to table the cutting of hours until our next fiscal year. A roll call vote was taken with Kolb, Love, Kaufman, Sams-Thomas and Torbert voting no. Adams was the only yes vote and the motion failed.

Discussion continued and Perryman and Rusk offered a different solution. By eliminating the periodicals desk, we could function with one less staff member in the evenings and on Saturdays, if needed. This would also free up Marie Maltby’s time to work on programs, as she covers the periodicals desk during the day. The board agreed to table the cut in hours for the four part-time staff members. Perryman and Rusk will share the financial situation we are facing at the next staff meeting in December. Board member Janelle Sams-Thomas will be at the December 7th staff meeting for part-time staff to help explain our financial picture. Staff members may have some ideas on how we could make cuts, once this is explained to them.

Announcements - Some of the library staff will be marching in the Clinton Christmas Parade on November 30, 2019. They will hand out bookmarks with candy canes.

Adjournment – On motion by Kolb, the meeting was adjourned at 7:45 p.m. Motion passed unanimously.

The next meeting will be on Wednesday, December 11, 2019 at 6:00 p.m.

Respectfully submitted,

Janet Ward