

**Vespasian Warner Public Library District
Clinton, IL 61727
Board of Trustees Meeting
March 11, 2020**

The Vespasian Warner Public Library District Trustees met on March 11, 2020. President Jonah Kolb called the meeting to order at 6:00 p.m. Roll call was taken with the following members present: Jonah Kolb, Rennie Cluver, Becky Adams, Glenda Kaufman, and Ed Torbert. Matt Love and Janelle Sams-Thomas were absent. Also present: Executive Director Bobbi Perryman, Business Manager Samantha Rusk, Children's Librarian Paula Lopatic and Janet Ward.

Minutes - On motion by Cluver, the February meeting minutes were approved as written. Motion passed unanimously.

Director's Report - As written. Perryman mentioned that our areas of growth continue to be our digital resources and programming.

Business Manager's Report - As written. Rusk talked about the success of our How-To Festival. Over 250 people attended. We plan on making this an annual event. We may try a different time of the year. Rusk was able to speak at the Rotary and talked about the Memory Lab which will debut soon.

Children's Librarian Report - As written. Lopatic mentioned that the staff will be looking for additional how-to presenters for next year's festival.

Approval of Bills - None.

Correspondence - None.

Standing Committee Reports:

- A. Finance - Nothing at this time.
- B. Property - EnvisionWare will be making a site visit in early April.
- C. Personnel - We've received two applications for the youth services manager position. We've expanded our search to include ILA.
- D. Policy - The committee met last week. There are one or two policy updates from the Illinois State Library Standards, which will be discussed later.

Business Items

Entec Renewal - Last year we agreed to a one-year renewal. There were some adjustments made to our block hours. The property committee is recommending we renew with Entec for three years based on the adjustments that have been discussed. On motion by Cluver, we will accept the renewal with Entec as presented. Motion passed unanimously by roll call vote.

Continuation of Business During Wide-Spread Illness - After discussion, we will follow the guidelines of our local health department, the Illinois State Library, our state government, and the CDC, as to if and when we will close our building. Until then, we are suspending our outreach services and we will focus

on social distancing by using touchless checkout, wiping down surfaces, including computers, several times a day.

Patron Code of Conduct Policy - On motion by Adams, a staff member may ask a patron with visible signs of illness to leave the premises. This includes students who have been disqualified from school due to illness. Motion passed unanimously by voice vote.

Adjournment - On motion by Cluver, the meeting was adjourned at 7:13 p.m. Motion passed unanimously by voice vote.

The next meeting will be on Wednesday, April 8, 2020 at 6:00 p.m.

Respectfully submitted,

Janet Ward