**Vespasian Warner Public Library District**

**Clinton, IL 61727**

**Board of Trustees Meeting**

**January 8, 2020**

The Vespasian Warner Public Library District Trustees met on January 8, 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, Matt Love, Becky Adams, Janelle Sams-Thomas and Ed Torbert. Rennie Cluver and Glenda Kaufman were absent. Also present: Executive Director Bobbi Perryman, Business Manager Samantha Rusk, Children’s Librarian Paula Lopatic, John Dexter from EnvisionWare, Brad Blattner from LazerWare and Janet Ward.

John Dexter from EnvisionWare gave a presentation to the board about RFID (Radio Frequency Identification) security system. Our library currently uses EnvisionWare for our patron self-checkout station. Dexter said this system would allow our staff to check out items to our patrons very quickly and also decrease the time it takes to check items back in upon their return. We would also have this system available at the self-checkout station for patrons to use. In addition, this system would improve the time it takes for staff to inventory our items. Brad Blattner, our IT representative from LazerWare, has worked with EnvisionWare at other libraries and commented on what a great company they are to work with when any issues arise. The cost would be slightly less than $30,000 to implement the RFID system. This quote would also include all the equipment and the tags we need for our collection plus enough for an additional year of new items. Perryman and Rusk will continue to work with EnvisionWare regarding the proposal to see what our final cost would be.

Minutes - On motion by Sams-Thomas, the December meeting minutes were approved as written by voice vote with Kolb abstaining.

Director’s Report - As written. Perryman mentioned Ken Whitsitt of Maroa. Mr. Whitsitt has a large collection of Lincoln items that he has donated to our library. Perryman is putting some of the books in our archives and has placed some other artifacts throughout the building.

Business Manager’s Report - As written. Rusk mentioned that she had applied for a scholarship to attend the RIPL (Research Institute for Public Libraries) conference in Chicago this July. She was selected and will be involved in intensive data training. All expenses are paid through the scholarship.

Children’s Librarian Report - As written. Lopatic mentioned that a friend of Maintenance Supervisor Lucas Snow was helping move some shelving and noticed the scrapbooks on the children’s floor and found himself as a child. Snow mentioned this to Lopatic, thinking this would generate interest in the scrapbooks from people his age. The information about the scrapbooks from years ago was shared on social media and had a great response.

Approval of Bills - None.

Correspondence - None.

Standing Committee Reports:

1. Finance - Audit Report. The report was very good. We have already implemented several suggestions from last year’s audit.
2. Property - Lucas Snow will be moving forward with changing out lights with ballasts to LED bulbs.
3. Personnel - None.
4. Policy -The policy committee has a meeting scheduled for Friday.

Business Items

Communicating Budget Impact of Minimum Wage to Public - This is a continuing discussion, but we will share some of the new technology we are investing in and other changes at a later date.

On motion by Love, the meeting was adjourned at 7:23 p.m. Motion passed unanimously.

The next meeting will be on Wednesday, February 12, 2020 at 6:00 p.m.

Respectfully submitted,

Janet Ward