**Vespasian Warner Public Library District**

**Clinton, IL 61727**

**Board of Trustees Meeting**

**August 21, 2019**

The Vespasian Warner Public Library District Trustees met on August 21, 2019. Vice President Rennie Cluver called the meeting to order at 6:02 p.m. Roll call was taken with the following members present: Rennie Cluver, Matt Love, Becky Adams, Glenda Kaufman, Janelle Sams-Thomas and Ed Torbert. Jonah Kolb was absent. Also present: Executive Director Bobbi Perryman, Business Manager Samantha Rusk, Children’s Librarian Paula Lopatic and Janet Ward.

The public hearing on the Annual Budget and Appropriation Ordinance for the fiscal year beginning the 1st day of July 2019, and ending on the 30th day of June 2020, began at 6:03 p.m. No public visitors were present, therefore the hearing was closed at 6:03 p.m.

Minutes - On motion by Sams-Thomas, the minutes were approved with some minor edits. The minutes from the executive session were also approved. Motion passed unanimously by voice vote.

Director’s Report - As written. Perryman reported that the Summer Reading Club programs were very successful this year. There was great attendance and participation. Programming has been trending very well.

Business Manager - As written. Rusk also mentioned the Adult/Teen Summer Reading Club theme this year was Beach Blanket Bingo. Along with reading books, there were also trivia questions and a scavenger hunt theme in order to complete the rows for bingo.

Children’s Librarian Report - As written.

Approval of Bills - None.

Correspondence - None.

Standing Committee Reports:

1. Finance - Mary Ann Ryan donated an additional $5,000 for use towards the memory lab. Love reported that at the end of the fiscal year we had a net income of $209,000, but once we take out the $212,000 for working cash, we ended just under $3,000.
2. Property - Perryman said that the family of Stan Stites has chosen a tree to be planted on Quincy Street in his memory, as well as a memorial rock. The planting will be done this fall. Rusk mentioned that Kelly Kinder of Kinder Electric has replaced bulbs and ballasts, all at no charge. Kinder has also offered to help train the new Maintenance Supervisor. The library staff and board want to make sure that we recognize this kind gesture in some way.
3. Personnel - Perryman explained that clerks Kendra Shaw and Sydney Clifton have left for college and other pursuits and we have hired Tisha Benedict and Christin Haws. They’ve been doing a fantastic job. The maintenance supervisor position has been advertised and there have been around 20 applications received. As Perryman and Rusk work with telephone interviews as a first step, they will keep the Personnel Committee updated. Perryman briefly mentioned that one of our staff members is taking FMLA to care for an ill family member. The staff member will take the full twelve weeks allowed and will re-evaluate the situation in early October.
4. Policy - The disaster plan is being re-vamped. What we currently have is more of a procedure manual.

Business Items

Review/Approve Budget and Appropriation Ordinance - Rusk explained that there had been a couple of changes made to the budget since it was originally discussed. After the Finance Committee met, the decision was made to increase contributions for IMRF to ensure the plan is fully funded in anticipation of upcoming retirements. The marketing budget was also increased. The minimum wage increase is also something that has been discussed at length. Between upcoming retirements and the fact that only 4 employees will be affected by the first minimum wage increase that begins on January 1, 2020, we have some time to plan. On motion by Love, the Budget and Appropriation Ordinance 19-1 for FY 2019/2020 was passed. Motion passed unanimously by roll call vote.

Health Insurance Renewal - There is a 6.2 % increase in health insurance costs for this year. Last year the plan decreased by 4%.

Announcements - Three of our employees volunteered to work at the Farm Progress Show in the “Think outside the Barn” booth. Area libraries donate paperback books for people to take.

Adjournment - On motion by Love, the meeting was adjourned at 7:18 p.m. Motion passed unanimously.

The next meeting will be on Wednesday, September 18, 2019 at 6:00 p.m.

Respectfully submitted,

Janet Ward