**Vespasian Warner Public Library District**

**Clinton, IL 61727**

**Board of Trustees Meeting**

**September 18, 2019**

The Vespasian Warner Public Library District Trustees met on September 18, 2019. President Jonah Kolb called the meeting to order at 6:03 p.m. Roll call was taken with the following members present: Jonah Kolb, Matt Love, Becky Adams, Glenda Kaufman, Ed Torbert and Rennie Cluver arriving at 6:33 p.m. Janelle Sams-Thomas was absent. Also present: Executive Director Bobbi Perryman, Business Manager Samantha Rusk, Children’s Librarian Paula Lopatic and Janet Ward.

Minutes - On motion by Love, the August minutes were approved as written. Motion passed with Kolb abstaining.

Director’s Report - As written. Perryman stated that she and Rusk had a great experience at the ARSL conference (Association for Rural and Small Libraries) and heard many great ideas. Perryman also mentioned that our programming is doing very well. Our digital circulation is also very high.

Business Manager’s Report - As written. Rusk mentioned that she was invited to attend Small Business Boot Camp and was able to visit with other community leaders and promote the library and our services. Rusk and Lopatic also participated in the Health Fair at the Warner Hospital.

Children’s Librarian Report - As written. Lopatic presented a program at The Vault and will be visiting the elementary schools in Clifford the Big Red Dog costume.

Approval of Bills - None.

Correspondence - None.

Standing Committee Reports:

1. Finance - The committee will be scheduling a meeting soon.
2. Property - Perryman mentioned that we will be disposing of our card catalogs and are still considering whether to auction them or sell them. On sites such as EBay, they sell for quite a bit. Kolb mentioned that we might advertise that these items will be up for sale or auction during the Apple & Pork Festival.
3. Personnel - Perryman told the board that she and Rusk had finished all of the in-person interviews for the Maintenance Supervisor position. They will be meeting with the Personnel Committee on Monday with their recommendation for the position.
4. Policy - The policy that is up for review and approval will be discussed in Business Items.

Business Items

Identity Protection Policy - On motion by Love, the Identity Protection Policy was adopted. Motion passed unanimously.

Per Capita Grant Training - Each year board members are required to train and review different services as part of our per capita grant. This year we are focusing on outreach services. Perryman introduced board members to DPLA (Digital Public Library of America), which is a digital collection of public domain resources of American History and IDA (Illinois Digital Archive), which is similar, but specifically for Illinois. Our WWI collection can be found on both sites.

Reviewing the Trustees Fact File is another requirement for our annual per capita grant. This year we are focusing on chapter 11, which covers fundraising and 501 (c) 3 non-profit status, making sure our voices are heard by communicating with both local legislators and the public in times of crisis or need.

Add Janelle Sams-Thomas as a Signatory - Perryman explained that any check the library prepares requires two signatures. Currently, Perryman signs and the other signature is Treasurer Matt Love’s signature stamp. She would feel more comfortable having a board member’s actual signature. Janelle Sams-Thomas has agreed to sign, as she works locally and will be available every other week. In order to add Sams-Thomas, we need a motion to add her and a copy of the board minutes stating she was added. On motion by Love, Janelle Sams-Thomas will be added as a signatory for the library’s checking account at First National Bank & Trust Co. Motion passed unanimously by roll call vote.

Discussion of Future Organizational Structure - We currently have 9 full-time and 7 part-time employees. Staffing is one of the biggest expenses for the library. Perryman and Rusk are asking the board to be thinking about how to move forward with retirements coming up soon. Are positions replaced with full-time staff, do we split job duties up and give a part to other employees? Do we adjust our hours? What changes can we make with library space? Can we use technology to our advantage with staffing? Can we use volunteers to help? Many decisions will need to be made over the next few months.

Social Hour - The library board and staff enjoyed social time and pizza before closing the meeting.

Adjournment - On motion by Love, the meeting was adjourned at 7:40 p.m. Motion passed unanimously.

The next meeting will be on October 9, 2019 at 6:00 p.m.

Respectfully submitted,

Janet Ward