

APPROVED WITH CORRECTIONS
11/14/16

Yorkville Public Library
Board of Trustees
Monday, October 10, 2016, 7pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:11pm by President Russ Walter with a quorum established.

Roll Call:

Barb Johnson-yes, Beth Gambro-yes, Russ Walter-yes, Susan Chacon-yes, Sandy Lindblom-yes
Absent: Kate Elder, Carol LaChance, Wamecca Rodriguez

Others Present:

Library Director Michelle Pfister Daniel Chacon
Alderman/Liaison Seaver Tarulis

Recognition of Visitors:

President Walter recognized the guests.

Amendments to the Agenda: None

Minutes: September 12, 2016

The minutes were approved as presented on a motion and second by Ms. Gambro and Ms. Johnson, respectively. Unanimous approval on voice vote.

Correspondence: None

Public Comment: None

Staff Comment:

Ms. Pfister said the children's librarians would like to use the outside children's area for programming and reading. They requested several cleaning tasks to be done in this area and may ask the Friends for assistance. It will be cleaned up this fall and Scott Sleezer has volunteers who will spread mulch. Ms. Gambro suggested a part time position or a person doing community service to perform weekly maintenance work. Other suggestions were a high school or Waubensee student or a retiree. It was decided to obtain cleanup cost proposals and keep this on the agenda for discussion.

Report of the Treasurer:

Bill List

Ms. Lindblom presented the highlights of this report which included bills from the 5K race held Labor Day weekend. In addition, there were two payrolls and the total disbursements were \$61,831.55.

Budget Report

Highlights: The budget percentages were summarized, subscriptions were \$681, most of the revenue has been received for the year and development fees of \$11,950 were received.

Cash Statement

Highlights: Property taxes are reflected in Operations, a bond payment will be made in December, money is being taken in for the mini-golf, \$300 from Gifts and Memorials will be used for a tree purchase.

Payment of Bills

Trustee Johnson moved to pay the bills as follows and Trustee Chacon seconded the motion.

\$ 7,742.14	Bills
\$26,670.19	Accounts Payable
\$35,161.36	Payroll
\$61,831.55	TOTAL DISBURSEMENTS

Roll call: Gambro-yes, Walter-yes, Chacon-yes, Lindblom-yes, Johnson-yes. Passed 5-0.

Report of the Library Director:

1. Monthly stats presented
2. \$98.70 in fines collected
3. Shelley promoted library on WSPY radio and TV
4. Friends meeting had 12 people and a budget was developed. Friends have spent \$11,703 on library. Book sale made \$6,787.55, additional money was made from extra days of sale.
5. Calendar was made for children's department
6. Donations to the library were listed
7. Inventory was done in kid's department—only 10 books missing,
8. Ms. Pfister issued a free library card for veteran who was 100% disabled, new law states 100% disabled veteran does not pay property taxes

City Council Liaison

Alderman Tarulis informed the Board about the Home Rule meeting at the City Hall. He said flexibility of government is one of the advantages of Home Rule and taxes are the biggest concern for residents. When the population reaches 25,000, the City automatically receives the benefits of Home Rule. He said a special census will be conducted. Home construction numbers were also discussed and many builders came to Yorkville due to the B.U.I.L.D. program.

Standing Committees:

Finance

Finance committee met and will discuss their meeting under New Business.

Unfinished Business:

Update on Cost Cutting

Will be discussed next month.

Painting Bid for Building

The RFP is included in the packet. Ms. Lindblom said this document is an RFP rather than a bid and she detailed the differences between them. Proposals can be opened any time and bids have a deadline and are opened on the same day. Concerns were also raised for required legal notices, dates that must be adhered to and changes in some of the language and dates. President Walter was asked to seek clarification.

Adopt a Sunday

Ms. Johnson will send the updated version of the proposed letter to all the Board members. President Walter said all Sundays should be sponsored prior to announcing the library will be open all months. Ms. Lindblom commented that this idea should be considered in the budget as well.

New Business:

Levy for FY 2017/18

The Finance Committee met prior to the regular meeting. The City has proposed taking the library out of the City levy, therefore making the library subject to the tax cap. If the library is included in the City budget, the library can retain the .15% levy. The City would like that amount lowered, however, Ms. Lindblom said the library is having a hard time meeting their financial obligations. State Statute says that the library sets their own levy. The Finance Committee recommended keeping the .15% levy within the City's levy. Ms. Johnson moved and Ms. Chacon seconded a motion to maintain the .15% levy. Passed unanimously by voice vote. Ms. Pfister was asked to draft a letter to the city stating the library's position. Board members will attend the Council meeting to present their case and asked Alderman Tarulis to notify them of the date.

Carpet and Window Quotes

Ms. Pfister got three bids for carpet cleaning (excluding the loft) and the lowest bid was \$4,284. The lowest bid for cleaning all windows inside and out was \$2,390. She said gutter cleaning is also needed. Ms. Johnson moved to accept the quotes of \$4,284 for carpet cleaning and \$2,390 for window cleaning. Ms. Lindblom seconded the motion.

Roll call: Gambro-yes, Walter-yes, Chacon-yes, Lindblom-yes, Johnson-yes. Passed 5-0.

Executive Session: None

Additional Business:

Alderman Tarulis was asked to remind Mayor Golinski that one Board member is still needed.

Adjournment:

There was no further business and the meeting was adjourned at 8:18pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker