

**Yorkville Public Library**  
Board of Trustees  
Monday, November 14, 2016, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter.

**Roll Call:**

Russ Walter-yes, Carol LaChance-yes, Susan Chacon-yes, Sandy Lindblom-yes, Darren Crawford-yes, Wamecca Rodriguez-yes (arr. 7:06pm)

Absent: Beth Gambro, Kate Elder, Barb Johnson

**Others Present:**

Library Director Michelle Pfister  
Finance Director Rob Fredrickson

Alderman/Liaison Seaver Tarulis  
Friends of the Library, Judy Somerlot

**Recognition of Visitors:** President Walter recognized the guests.

**Minutes:** October 10, 2016

Ms. Lindblom noted a correction on page 3. **Mr.** Johnson should be revised to **Ms.** Johnson in the tax levy discussion. She then moved to approve the minutes with the correction and it was seconded by Ms. LaChance. Unanimous voice vote approval.

**Correspondence:** None

At this time, Mr. Walter welcomed the new Library Board member Darren Crawford.

**Public Comment:**

Ms. Somerlot said the mini-golf is January 29<sup>th</sup> and preparations are underway. She asked for volunteers for various tasks and handed out a sign-up sheet. Donated items are still needed and 21 sponsors (18 were needed) have committed to the event. There has been over \$3,000 in cash donated.

**Amendments to the Agenda:** (out of sequence)

Mr. Walter said the Alcoholic Beverages Policy will not be discussed at this meeting.

**Staff Comment:** None

**Report of the Treasurer:**

**Check Register**

Ms. Lindblom presented the highlights of the check register, the total of which is \$17,673.95.

### **Payroll Summary**

There were two payrolls this month, one for \$18,032.52 and the other for \$18,650.60.

The grand total of all disbursements is \$62,818.99.

There is \$3,000 in Gifts & Memorials from mini golf and \$2,657 is earmarked for programs.

### **Budget Report**

A property tax disbursement of \$8,760 was received which is 50% of the FY. Also received was \$2,550 in development fees. Ms. Lindblom presented other highlights of the report.

### **Cash Statement**

Treasurer Lindblom noted the operations account at Old Second has a large amount of cash, however, much of that will be used for bond payments in December.

Mr. Fredrickson also commented that one more allotment of property tax will come at the end of the month and the Fund Balance is in good shape at \$800,000.

President Walter will forward a spreadsheet regarding the 5K run expenses and revenue and it will be discussed next month.

### **Payment of Bills**

Mr. Walter moved to pay the bills as follows and Ms. Chacon seconded the motion:

\$26,135.87 Accounts Payable  
\$36,683.12 Payroll  
\$62,818.99 TOTAL

Roll call: LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes, Crawford-yes, Walter-yes  
Passed 6-0.

### **Report of the Library Director:**

Library Director Michelle Pfister reported the following for the month:

1. Presented monthly statistics
2. Collected \$177.15 in fines
3. A City flier of events was developed and includes library events
4. Friends of Library gave \$3,000 for books
5. 25 people attended Golden Age of Accordion program
6. 4-H group did 2 programs
7. Provided proctor tests for 2 people, fees are \$10 for resident, \$25 for non-resident
8. Windows, carpet and grounds cleaned, and Mr. Walter pressure washed cement, gutters will be cleaned soon
9. Submitted 2 grant applications; per capita grant application done
10. IT person found mobile grant which provides donated laptops and hot spots. There will be only one recipient in the U.S., but an application was submitted

### **City Council Liaison**

Mr. Tarulis said the new Library Trustee, Darren Crawford, was recently approved at a Council meeting. The Council also met two weeks ago to set goals for the next FY. Mr. Fredrickson added that there will be an upcoming Public Hearing regarding the tax levy and a vote will be taken on December 13<sup>th</sup>.

**Standing Committees:** No report

### **Unfinished Business:**

#### **Update on Cost Cutting**

This item will be tabled until the next meeting.

#### **Painting Bid for Building**

Mr. Walter spoke with the City regarding questions on the RFQ. The closing date will be changed to January 31, 2017 and the notice will be published with other City RFQ's. President Walter will email the document to all the Board members and it will be included in the next agenda.

#### **Adopt A Sunday**

The letter that Ms. Johnson drafted is included in the packet. It will be included on next month's agenda.

### **New Business:**

#### **Ordinance Regulation Reimbursement of Expenses**

The library attorney has instructed the Board to adopt a policy effective January 1, 2017 for expense reimbursements. Ms. Chacon recommended the government per diem amounts for expenses. A roll call vote will be required for approval of expenses. Ms. Pfister will make revisions and bring the policy for approval next month.

#### **Fundraising Option for the Library**

Mr. Walter suggested a possible fundraising opportunity called Get Smart About School Fundraising. It is used at Trinity Church and the church made \$30,000. The purchaser pays full value for the gift cards and the Library would get a certain percentage. A web page could be set up to make purchases or the Library could buy a discounted supply of cards to sell. He asked the Board to review for the next meeting.

**Additional Business:** None

**Executive Session:** None

### **Adjournment:**

There was no further business and the meeting was adjourned at 7:52pm on a motion by Ms. LaChance. Voice vote approval.

Minutes respectfully submitted by  
Marlys Young, Minute Taker