

Yorkville Public Library
Board of Trustees
Monday, March 13, 2017, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:03pm by President Russ Walter.

Roll Call:

Sandy Lindblom-yes, Barb Johnson-yes, Wamecca Rodriguez-yes (arr. 7:07pm), Darren Crawford-yes, Russ Walter-yes, Kate Elder-yes, Susan Chacon-yes

Absent: Carol LaChance

Others Present:

Library Director Michelle Pfister
Rob Fredrickson, Finance Director
Seaver Tarulis, Alderman/Library Liaison
Tom Lindblom, Consultant for Library Painting

Recognition of Visitors: President Walter recognized the guests.

Amendments to the Agenda:

President Walter requested to move Tom Lindblom's presentation forward. The 5K race will be discussed under New Business and Cost Cutting under Unfinished Business.

Minutes: February 13, 2017

Ms. Johnson moved and Ms. Lindblom seconded a motion to approve the minutes as presented. Unanimous voice vote approval.

Correspondence: None

Public Comment: None

Staff Comment: None

Unfinished Business (Out of sequence)

Painting Bid for Building

Mr. Lindblom said a revised RFP will be needed. Originally the library siding was stained (which has since faded) and the recent RFP also called for stain. After some careful thought, Mr. Lindblom contacted two contractors who both recommended Sherwin Williams paint vs. stain. Another contractor also recommended paint. City staff said paint should not be applied over stain so Mr. Lindblom contacted Ms. Willrett at the City. She advised that since the Board had approved one set of specifications, the original RFP could not be changed at this time. In order to follow procedure,

Mr. Lindblom rewrote the specs and changed the dates. He asked the Board for approval of these revisions to begin the bid process. He gave the following schedule: March 20th for publication of notice in paper, April 18 proposals due and opened at 2pm and May 8 for approval at the Library Board meeting. Ms. Johnson moved and Mr. Walter seconded a motion to approve the revised RFP. Carried by unanimous voice vote.

Report of the Treasurer:

Treasurer Sandy Lindblom presented the following:

Check Register

She highlighted some of the bills and noted that OCLC is 'on-line computer catalog'. Ms. Rodriguez questioned if the OCLC billing is monthly. Ms. Pfister explained that patrons pay the charges for books requested through OCLC and the money is deposited into miscellaneous income. The total bills were \$7,521.57 and there were also two payrolls for total disbursements of \$56,265.97.

Budget Report

The budget is at 83% for the FY. No additional property taxes were received and the budget is at 94% of the revenue. Ms. Lindblom said many of the categories are well below the budget except for outside repair and maintenance. Development fees of \$2,100 were also received.

Gifts & Memorials

The total in this fund is \$7,437.81, most of which is from the Friends. The Friends also presented another check to the library on this date bringing the total to nearly \$10,000.

Cash Statement

Mr. Fredrickson pointed out that the Library will have a Fund Balance of about \$500,000 at the end of the FY.

Payment of Bills

Trustee Johnson moved to pay the bills as follows and Trustee Elder seconded the motion:

\$19,891.53 Accounts Payable
\$36,374.44 Payroll
\$56,265.97 TOTAL

Roll call: Johnson-yes, Crawford-yes, Walter-yes, Elder-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes.

Motion carried 7-0.

Report of the Library Director:

Library Director Pfister presented the following:

1. Monthly statistics were reported
2. Two staff members were on WSPY to speak about programs
3. Held department staff meeting
4. All 3 book clubs will hold joint meeting in July to discuss book. Friends and Threads also invited.
5. Had March calendar for kids' programs.
6. Will have spring cleanup in May
7. Sound Inc. replaced 6 cameras lost on windy day, covered under contract
8. Presented spreadsheet detailing mini-golf proceeds

City Council Liaison

Alderman Tarulis said the City is going to do a study of all city-owned buildings including the library. The condition of various systems (air conditioning, roof, plumbing, parking lot, etc.) will be studied and a report made as to when the system/item may need repair. President Walter said lighting might be part of the building study since it is a large expense. The study will be completed in 3-4 months and is no cost to the library.

Standing Committees:

Personnel

Mr. Walter said there will be an upcoming meeting of the Personnel committee.

Unfinished Business:

Approve 2017/18 Library Budget

The proposed budget had been given to all Board members and Ms. Lindblom discussed the changes. Ms. Lindblom recommended approving the budget which is a deficit budget for the FY. Mr. Fredrickson said there are actually three budgets to approve: operating costs, debt service, library capital. It was noted that the deficit would be \$100,000 through the year 2022, which he said would be sustainable for two years due to the reserves. Cash flow issues might be apparent by 2020.

Ms. Elder had concerns about a deficit budget. She said more cuts could be made in the operating budget such as the elevator company which has been overcharging. She said a deficit budget should not be approved and the Board owes it to the taxpayers to make the cuts. She said the vendors should be contacted each year to re-negotiate rates and the Board should treat this budget like a household budget. Ms. Johnson said this budget reflects what the Board should be doing and continued cuts should not be made. Ms. Lindblom said there had been a deficit budget the last two years and they came out even. Ms. Rodriguez felt cuts could be made using creative methods.

The cost of health insurance was discussed and an HSA was suggested. The insurance costs for 4 full time employees is \$84,000. As a salaried school librarian, Ms. Rodriguez said she is aware that librarians work more than their regular hours, but questioned the salary increases. She suggested adding another full time person rather than having a \$50,000 salary increase in the budget. She also suggested cutting e-read at \$600 per year due to low usage. Ms. Rodriguez said she believes the community values people/employees and additional open hours more than e-read. Ms. Elder posed the question whether employees would want an increase now or have a job in three years if a deficit budget is approved.

Ms. Rodriguez also questioned the IT consultant. His salary is \$60/hour at 16 hours per month. Ms. Elder said the Board should look at each line item and ask for discounts for paying upfront for services. She would like to see more free programs where possible. She also said the staff could be asked to help cut costs and streamline processes. Ms. Lindblom said she is concerned with staff morale.

In conclusion, it was decided to table the budget and hold another Finance Committee meeting. Ms. Elder moved and Ms. Chacon seconded a motion to table the budget until then. The motion carried on a voice vote with two opposed. Ms. Elder asked if Ms. Pfister could call alternative companies for supply costs and elevator companies. Ms. Rodriguez said there should be more discussion regarding another full time person and the associated costs. The Finance Committee will meet on Wednesday, April 5th at 7pm. President Walter said all Board members should attend this meeting.

New Business:

5K Race

A sponsor will be needed for the 5K race which will be held on Labor Day weekend. Ms. Rodriguez said the timekeeper, Racetime, will need to be paid. She will call them to inquire about sponsorship and Ms. Elder will contact Boombah and Naperville Running Co. At least \$1500 in sponsors is needed. Following complaints from registrants, Ms. Rodriguez said a 1-step registration process is needed. The book sale will also be held the same weekend.

Additional Business: None

Executive Session: None

New Business

Adjournment:

There was no further business and Ms. Elder moved to adjourn the meeting. Adjourned at 8:42pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker