

APPROVED 6/11/18

Yorkville Public Library
Board of Trustees
Monday, May 14, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Carol LaChance-yes, Wamecca Rodriguez (arr. 7:06pm), Russ Walter-yes, Darren Crawford-yes, Krista Danis-yes, Theron Garcia-yes, Jason Hedman-yes

Absent: Susan Chacon

Others Present:

Elisa Topper-Library Director, Shelley Augustine-Director Adult Services, Dixie DeBord-Director Technical Services

Recognition of Visitors:

President Walter recognized the staff.

Amendments to the Agenda: None

Minutes: April 9, 2018; April 10, 2018; May 2, 2018

Ms. Garcia moved to approve all minutes as presented and Ms. LaChance seconded. Unanimous voice approval.

Correspondence:

Ms. Topper gave a copy to all of a recent *Beacon News* article regarding the delay of library Board appointments. The Board members whose terms expire will remain on the Board until their official re-appointments. Mr. Hedman said the Board wishes to build an improved relationship. It was noted two apologies were sent to the Council for remarks made in an earlier meeting. He suggested inviting the Mayor and Council to attend a Board meeting and invite the city to participate in the Strategic Plan. The Board also noted the city officials did not want to meet with the library and that the city and the press should be publicly invited. Mr. Hedman said the Board should also reply to the newspaper article. Mr. Walter will email the Beacon News reporter with an invitation and the Public Relations committee will draft a reply to the newspaper. This matter will also be placed on next month's agenda as "Dialogue" under New Business. It was also noted that a library meeting room availability calendar had not been forwarded as requested by the city as it would be impossible to provide a year's schedule.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Mr. Walter presented the Treasurer's report which is for the end of the budget year. He highlighted the following: fines were at 124%, subscription cards and copier fees were above the budget. The investment income was 287% over the budget and Mr. Walter said the city is doing a great job with the investments.

Check Register

The register was briefly reviewed and it was noted there are 2 payrolls, many books were purchased and there is \$3,000 in the Gifts/Memorials.

Payment of Bills

A motion was made by Mr. Crawford and seconded by Ms. Rodriguez to pay the bills as follows:

\$25,800.11	Accounts Payable
\$35,644.62	Payroll
\$61,444.73	Total

Roll call: Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes, Garcia-yes, Hedman-yes, LaChance-yes. Motion carried 7-0.

Report of the Library Director:

Library Director Elisa Topper presented the following highlights:

1. She wrote a letter to the *Kendall County Record* during National Library Week thanking Board, staff, Friends and patrons.
2. Received State grant for \$4,060 for science books.
3. Per capita grant received in amount of \$21,151.25 vs. \$13,138.14 last year.
4. Thanked Lion's Club for \$500 donation for large print books.
5. All managers and the Director had sexual harassment training.
6. Attended special meeting regarding strategic plan.

Ms. Danis inquired about the "Illinois 200" for an adult program which was a speaker supported by Friends.

City Council Liaison None

Standing Committees: No reports.

Unfinished Business:

Update on the Strategic Plan

Staff input will be requested for the strategic plan and a Board meeting will be held on May 22nd for further work on the plan. A rough draft should be ready by June.

New Business:

Approve Library Closing for Staff Training

The library will be closed from 2-5pm on Friday, May 18th for work on the strategic plan. A motion was made by Mr. Hedman and seconded by Mr. Walter to approve this closing. Unanimous voice vote approval.

Approve Daikin Maintenance & Inspection Agreement

President Walter said it was important to have Daikin come when the chiller is started since there was a problem last year. It was noted the proposed Daikin contract for maintenance inspections is for one year, however, costs for 3 years are shown. Ms. DeBord said Trico, who previously maintained the

chiller, had suggested waiting until after June for maintenance due to cottonwood seeds. Mr. Walter made a motion to approve the preventative maintenance contract at 4 inspections per year. There was a discussion of services provided by each company and Mr. Hedman suggested a 1-year inspection initially. Ms. Topper will follow-up with the company to determine exactly what is provided in the 4 visits along with other details. This matter will be re-addressed next month under Old Business.

Approve Youth Services Manager Full-Time Position

The Board reviewed the job description and some of the job duties were discussed. One change was made to indicate the Youth Services Director is responsible for press releases in that department. Ms. Garcia moved to accept the job description as amended and Ms. LaChance seconded. Unanimous voice vote approval. The job will be posted and interviews will be scheduled.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 7:56pm on a motion by Mr. Walter and second by Mr. Crawford.

Minutes respectfully submitted by
Marlys Young, Minute Taker