

Yorkville Public Library
Board of Trustees
Monday, October 8, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by Vice-President Theron Garcia, roll was called and a quorum was established.

Roll Call: Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Russ Walter-yes, Susan Chacon-yes

Absent: Carol LaChance, Darren Crawford, Wamecca Rodriguez

Others Present:

Library Director Elisa Topper, Technical Services Director Dixie DeBord, Director of Adult Services Shelley Augustine, Library Liaison Jackie Milschewski

Recognition of Visitors: Vice-President Garcia recognized the library staff and liaison.

Amendments to the Agenda: None

Minutes: September 10, 2018

Mr. Walter moved and Ms. Danis seconded to approve the minutes as presented.

Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Walter-yes, Chacon-yes. Carried 6-0.

Correspondence:

Ms. Topper noted a letter to the editor regarding the ice cream social and thanking the sponsors and volunteers, thank-you letter from the Girls Scouts for assistance on a project and an article in the Kendall Chronicle about the Art Guild and library regarding funding for a mural. Ms. Garcia said she heard many favorable comments regarding the ice cream social.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Chacon gave the financial report. Most of the property tax has now been received and the library is currently at 25% of expenses for the fiscal year. Ms. Garcia asked about the \$1,000+ for operating supplies in a previous month. Ms. DeBord said \$500 was for mulch.

Payment of Bills

A motion was made by Trustee Danis and seconded by Trustee Walter to pay the bills as follows:

\$27,417.71	Accounts Payable
\$36,881.74	Payroll
\$64,299.45	TOTAL

Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Walter-yes, Chacon-yes, Danis-yes. Passed 6-0.

Report of the Library Director:

Ms. Topper reported the following:

1. Carpet was cleaned, Stanley Steemer did great job and very efficient.
2. Staff day was very successful, first aid class held and will offer advanced CPR and first aid. Police Department gave active shooter training. Staff still feels need for more hands-on training. Will have 3 staff training sessions by April.
3. Building issue: Trico must still be called to reset power after each power outage.
4. A sink was deliberately plugged causing flood, 2 toilets needed repair.
5. September 24, 2019 is date for next ice cream social. Great community event, many families attended, some of whom had never been to library. Mr. Crawford and Ms. Garcia attended. Ms. Garcia commented it was a great community event with many new faces. Ms. DeBord said getting sponsors was beneficial for the library. Ms. Topper said photos were posted on Facebook. Thanked sponsors Todd Hedman, Jason Leslie and Casey's.
6. Law firms have booked/rented the meeting room for 2-3 days for depositions.
7. Mrs. Topper attended public notary refresher class.
8. Submitted the grant report for the Back to Books Science Grant.

City Council Liaison No report

Standing Committees: None

Unfinished Business:

Approve Mission & Values Statements

Mr. Hedman handed out revised Statements with changes decided in a previous meeting. There was a brief discussion after which Mr. Walter made a motion to approve the Mission Statement, Strategic Objectives and Values Statements as presented and Ms. Chacon seconded the motion. A copy will be placed in the policy book and the information will be placed on the website.

Roll call: Garcia-yes, Hedman-yes, Walter-yes, Chacon-yes, Danis-yes, Forristall-yes. Carried 6-0.

New Business:

Tax Levy

Mr. Walter presented an overview of the tax levy process. He said that in 2017 the library received \$686,666 from tax money. He said the estimated amount of levy would be \$702,734 which is .1345 per \$100 EAV. He noted this is a 4.5% increase and is up due to new construction. Mr. Walter made a motion to accept the levy as presented by the City Finance Department and Mr. Hedman seconded.

Roll call: Hedman-yes, Walter-yes, Chacon-yes, Danis-yes, Forristall-yes, Garcia-yes. Carried 6-0.

Replacing Library Copiers

Library Director Topper said the copiers are 10 years old and parts can no longer be ordered. There are 2 for the public and 1 for administration. The city did an RFP/awarded a contract and the City Finance Director said the library could participate in the purchase depending on when the current library contract with Konica expires. Trustee Hedman will also review the prices since he has experience with one of the companies. Ms. Topper asked to table this matter until the November meeting.

Additional Business:

Mr. Walter thanked Library Director Topper for her first year of service as Director of this library and for dealing with the many issues that arose.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:33pm on a motion by Ms. Garcia and second by Mr. Walter.

Minutes respectfully submitted by
Marlys Young, Minute Taker