

**APPROVED 6/10/19**

**Yorkville Public Library**  
Board of Trustees  
Monday, May 13, 2019, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

Vice-President Theron Garcia called the meeting to order at 7:00pm, 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, Wamecca Rodriguez (arr. 7:02pm)

Absent: Darren Crawford

**Others Present:**

Library Director Elisa Topper, Director of Adult Services Shelley Augustine, Friends of the Library Rep Judy Somerlot, Aurora Sign Company V.P. Aaron Stoeckel

**Recognition of Visitors:**

Library staff and guests were recognized.

**Amendments to the Agenda:** None

**Minutes:** April 8, 2019

The minutes were approved as read on a motion by Mr. Walter and second by Mr. Hedman.

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

**Correspondence:**

It was noted that there is an ad for the library in the Parks and Recreation catalog. Also, a thank you was read from St. Mary's School Faculty regarding a recent Meet n Greet held at the library.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Chacon presented the report and said this is the end of the fiscal year. The library recently purchased a new monitor for \$525. PR items were also purchased and a library brochure is being produced. Ms. Chacon noted that "Outside Repairs and Maintenance" is only at 50% of the year.

### **Payment of Bills**

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

\$26,136.67 Accounts Payable  
\$37,652.96 Payroll  
\$63,789.63 TOTAL

Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Danis-yes. Carried 7-0.

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

Ms. Garcia said New Business would be discussed prior to Unfinished Business.

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

Ms. Topper reported the following:

- Submitted library report for city's annual report.
- Three inspections of facility equipment were completed.
- Met with three sign companies and have obtained proposals.
- Have booked a spring/fall cleanup and gutter cleaning.
- Trico repaired broken seal and ordered parts.
- Chiller malfunctioned and Daikin was called. Staff can now troubleshoot before calling.
- Presented promo items for library marketing. Ordered spinning wheel for ice cream social.  
Also promoting website.

**City Council Liaison** No report

**Standing Committees:** No reports

### **New Business:**

#### **Digital Library Sign Preliminary Information & Proposals**

Ms. Topper obtained proposals from three companies for the new library sign. Mr. Aaron Stoeckel from Aurora Sign Co. was present and shared all the particulars of the sign his company would build and install. Board members asked for as much visibility as possible. He said it would take about six weeks from permit approval to finish. It was noted that landscaping is not part of the proposal. Board members reviewed the other two proposals, however, they are not to code.

The Board also discussed sign height, message size, position of message, method of mounting sign, visibility, etc. After extensive discussion, Ms. Rodriguez asked for a rendering to show the message board on the top of the sign and the Board had several other questions to be addressed. Ms. Topper also suggested that the Parks Dept. may want to partner with the library to display events on the library sign and vice versa. This matter will come back next month for further discussion.

### **Unfinished Business:**

#### **Approve Disaster Plan**

The Board had asked Ms. Topper to contact the library attorney to determine if the Disaster Plan needs approval and she referred the Board to his email reply. The Board decided it did not need formal approval and would be considered an administrative assignment.

### **Update on the Library Mural**

Director Topper commended Sharyl Iwanski for spearheading the efforts to raise the \$8,500 needed for the library mural. The project will be delayed since the muralist has been hired to paint a mural in Chicago prior to this project.

### **Strategic Plan Review & Discussion**

Ms. Topper provided a copy of suggested goals for the Strategic Plan. Vice-President Garcia said most of the 2018 goals have been met by the Director and the Board will establish measurable goals for next year. Ms. Topper said the library numbers are lower for Yorkville as well as other libraries. In response to a Board request, Ms. Topper said more family programs will be scheduled. Partnering with community groups was also suggested to help reduce costs and Waubensee College has already contacted the Director regarding computer classes. Ms. Topper listed the programs the library already provides.

The Board discussed that if additional programs are added, employees must be added at a greater cost to the library. Evaluation of staff utilization and comparison to other libraries were also suggested. Ms. Rodriguez pointed out the many opportunities to increase numbers from home schoolers, Christian high schools and nursing homes by using an outreach person to promote library services. Ms. Iwanski already visits nursing homes. Sharing another idea, Ms. Topper said that in the future, patrons could text the library and their requested book could be taken out to their car.

The Board discussed restrictions on emailing the library newsletter and the cost of mailing a hard copy. A stuffer in the utility bills was suggested to promote the library. A free message can also be placed on the message portion of the water bill. A stuffer will be used for the ice cream social and the mini-golf.

The Board decided to establish a new Director goal of recruiting one new community partner for public programming. The Board was satisfied with other goals that Ms. Topper brought forward and Mr. Hedman will draft a revised list for the next meeting.

Ms. Somerlot was present to inform the Board that she will be stepping down from organizing the annual mini-golf and that the Board will need to seek other leadership for the event. Ms. Augustine emphasized that half of the programming funds emanate from the mini-golf. This matter will be discussed at the next Friends meeting and discussion will need to start at the Board level now.

**Executive Session:** None

**Additional Business:** None

### **Adjournment:**

There was no further business and the meeting adjourned at 8:47pm on a motion by Mr. Walter and second by Ms. Chacon.

Minutes respectfully submitted by  
Marlys Young, Minute Taker