

Yorkville Public Library
Board of Trustees
Monday, May 11, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Library Board of Trustees meeting was held in accordance with the Governor's Executive Order 2020-07 extended by Executive Order 2020-33. This allows remote attendance to encourage social distancing due to the current Covid-19 pandemic.

The meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call: Julie Brendich-yes/remote, Susan Chacon-yes/remote, Darren Crawford-yes/in-person, Krista Danis-yes/remote, Ryan Forristall-yes/remote, Theron Garcia-yes/remote, Jason Hedman-yes/remote, Wamecca Rodriguez-yes/remote, Russ Walter-yes/remote

Others Present:

Library Director Elisa Topper/in-person, Circulation Manager Sharyl Iwanski-Goist/remote, Dixie DeBord-Technical Services Director/remote, Shelley Augustine-Director Adult Services/remote, City Council Liaison Dan Transier/remote

Recognition of Visitors: President Crawford recognized the library staff and guest.

Amendments to the Agenda: None

Minutes: April 13, 2020 Regular Board Meeting, February 24, 2020 Finance Committee
President Crawford moved and Mr. Walter seconded a motion to approve the April 13 minutes. The Finance Committee minutes were unavailable to some Board members and will be approved next month.

Roll call: Chacon-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 9-0.

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:
Financial Statement

Treasurer Chacon said the fiscal year has ended with a surplus and the library is under budget for the year. The money not spent is rolled over into the new budget recently approved.

Payment of Bills

President Crawford moved and Trustee Walter seconded to pay the bills as follows:

\$24,086.33	Accounts Payable
\$39,234.13	Payroll
\$63,320.46	TOTAL

Roll call: Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes. Carried 9-0.

Report of the Library Director:

Director Topper reported the following:

1. The Library staff had their first meeting via Zoom. The Director and managers are meeting every other week.
2. Ms. Topper wrote a letter to the editor of the *Kendall County Record* and also posted it on Facebook to update the public about the Library status.
3. Created postcard from manager's group, sent to 300 senior patrons and included personal note.
4. Director is starting to schedule building inspections.
5. Community survey results to be shared later in meeting, results to be used in marketing plan.
6. Virtual programming for adults being held via Zoom, other groups and Friends using Zoom.
7. Keeping stats for attendance via remote platform for inclusion in yearly state report.
8. Children's activities are active with virtual programs. Ms. Weiss has storytime on Fridays.
9. PLA report included in the agenda packet.
10. Regarding staff study, Director has requested organizational charts and salary info from other libraries, some responses received.
11. Working on IPLAR report due 90 days after close of FY.
12. New software program purchased for summer reading programs.
13. E-book usage has increased with ongoing Library closure during pandemic.

City Council Liaison None

Standing Committees: None

Unfinished Business:

Mural Update

The artist will be starting on the Library mural in about 2-3 weeks and will finish it in about 4 weeks. It will be done in his studio and he will install it at night when the Library is closed. A virtual unveiling may be planned.

5 K Run – ILA Fundraising Information

Ms. Topper was asked to get information on handling money for a 5 K Run. She contacted the ILA who could accept the funds from the run and then issue a check to the Library since the Library is not a non-profit 501c3. This would provide an option for handling the proceeds and a \$300 fee would apply.

Director's Presentation of the Community Survey Findings (2020 Survey in Comparison to the 2014 Survey)

Director Topper gave an overview of the community survey results and said there were 198 respondents, slightly up from the last survey in 2014 and most of the respondents already have a Library card. The results will be incorporated into the 1-year marketing plan which should be available at the July Board meeting. Overall, 95% posted positive responses about the Library and she

also commented on the areas where improvement is indicated. The results will be posted on Facebook and a press release will be sent to the media. She thanked the city for the use of the Survey Monkey account.

Ms. Brendich questioned if some of the budget surplus can be used to purchase more books and materials. Ms. Topper replied that development fees are typically used for those purchases and that the Library will need to be cautious in spending due to the pandemic. She added that most area Directors are predicting a 20% cut to their budgets for next year. The Board also briefly discussed current programs and those requested for older patrons. Trustee Rodriguez suggested some or all of the programs could be done virtually using Zoom, YouTube, live streaming, library channel, tutorials, etc.

Ms. Topper said Google will give \$2,000 to libraries to provide virtual job-seeking services. The money must be spent and then is reimbursed by Google. She will follow-up on this.

Ms. Garcia said people are using the library wi-fi from the parking lot during the pandemic. She asked if the library computer service can insure there is no hacking occurring. Mr. Walter said the wireless capability is on its own network and is safe. Liaison Transier said there is no guidance at this time from the state or county for the eventual re-opening of the library.

COLA Discussion

Mr. Transier noted that due to the pandemic, COLA for city employees is suspended at this time and there is no hiring. In their newly approved budget, the Library had approved 3% COLA increases for full-time staff and an increase to \$10.00 per hour for part-time employees. It was suggested that the COLA be eliminated for the part-timers since they are already receiving minimum wage increases. The Board decided to re-evaluate the COLA and see what happens with property taxes. Adjustments could be made at a later time. There will also be re-opening costs for the Library including shields, PPE (personal protective equipment), etc. It was agreed it is more important to keep people employed and re-evaluate later.

Mr. Walter made a motion to table the COLA discussion until July and Mr. Crawford seconded. After more discussion about the timing and uncertainty of property tax, Mr. Walter withdrew that motion and made a motion to table the COLA discussion until September. Mr. Crawford seconded the new motion. Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes. Carried 9-0.

New Business:

Approve Surge Protector Part

The city has been doing electric work at the Library and noticed two major surge protectors were not working. The city would do the labor, but two surge protectors need to be approved for purchase by the Board at a cost of \$1,500 each. The city thought the outages resulted from the ComEd problem when the power went out. There are a total of 4-5 protectors in the building. Since the Board had more questions, it was decided to table this to next month for additional information.

COVID-19 Research Partnership/RAILS Director Update

RAILS has provided information regarding Covid-19 and how long the virus remains on materials. It is thought the time is from 72 hours to 1 week. Ms. Topper said the book drop has been open and materials are being held three days before handling. The Library re-opening will be based on the Governor's orders and info from RAILS. Ms. Topper said curbside service will likely be the next step and would include ordering materials on-line and an appointment for pickup.

Ms. Topper has a working draft of a re-opening procedure. She is looking at other libraries and Directors share information. This week she will start ordering PPE and plexiglass shields. The number of people in the building, social distancing and removal of soft furniture are all items to be considered. Ms. Garcia said the Policy Committee should meet as well. Taking staff temperatures was also discussed, however, it was noted that many people are asymptomatic. It was noted some libraries are already offering curbside service and an early June date was suggested. A discussion of staffing, hours and contactless delivery will be needed. A process for wiping down the books and sequestering them for a time was also discussed. It was decided to have a special Board meeting on June 1st to discuss the plan and an estimated date to implement curbside pickup.

Executive Session: None

Additional Business:

President Crawford thanked Krista Danis for her service to the Library Board. Her term on the Board is expiring and she is not seeking re-appointment.

Adjournment:

There was no further business and the meeting adjourned at 8:35pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker/in-person attendance