

Yorkville Public Library
Board of Trustees
Monday, February 8, 2021 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees 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, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-(arr. 7:02pm), Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-(arr. 7:02pm), Russ Walter-yes

Others Present:

Co-Interim Directors Shelley Augustine and Dixie DeBord, City Council Liaison Dan Transier

Recognition of Visitors: President Crawford recognized the Library staff and Liaison.

Amendments to the Agenda: None

Minutes: January 11, 2021 and February 1, 2021

Two corrections were noted on the January 11th minutes. Page 4 should reflect **Weblinx** as the approved website host and under the Wage Increase discussion, \$20 per hour should say **\$15** per hour. Ms. Garcia then moved and Mr. Crawford seconded the motion to approve both sets with the changes. Roll call: Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 8-0.

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Hedman highlighted the purchases and expenses for the month and said the revenue is good for the month.

Payment of Bills

President Crawford made a motion to pay the bills as follows and it was seconded by Ms. Garcia.

\$38,885.28 Accounts Payable

\$31,528.00 Payroll

\$70,413.28 Total

Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes. Carried 8-0.

Report of the Library Director:

Co-Interim Directors Shelley Augustine and Dixie DeBord presented the Director's report (see report included in agenda packet). Trustee Garcia asked to go on record saying Ms. Augustine and Ms. Weiss did a great job on the webinars on Martin Luther King's Day.

City Council Liaison:

Liaison Dan Transier mentioned an email he had sent to President Crawford regarding the Facilities Manager who splits his time between Oswego and Yorkville. He also contacted City Administrator Bart Olson about the library and city possibly being on a shared facilities control system.

Standing Committees: None

Unfinished Business:

HVAC System Control – Update

Mr. Walter summarized the proposed HVAC maintenance agreement and costs from SYSERCO. He said the computer that controls the system has crashed in the past and replacing the system might be a higher priority than earlier thought. He said the total cost to replace the system is \$20,550 or \$2,500 less if the library supplies the computer. Trustee Hedman suggested additional bids be obtained and to also wait for a response from the city regarding a shared system. Mr. Forristall also discussed the mechanical aspects of the system. The Board agreed the maintenance agreement was too costly. Liaison Dan Transier said the city is considering 3 options on the configuration of the newly purchased city hall and will probably know about a possible shared system in the next 30-60 days. Ms. DeBord added that the software on the present computer is the only way to control the heating. This matter was then tabled until March.

Keyless Entry Revised Quote – ADS

Ms. DeBord received quotes for a keyless entry system, Analog camera system and digital camera system from 3 separate vendors. She compiled the quotes into a chart for comparison. Her opinion was that the camera system was the highest priority of the 3 systems. The present cameras are triggered only when there is motion. She reviewed the quotes with the Board and said Umbrella Technologies provided the best bid. Ms. DeBord said she has reserved \$13,000 of development fees to help cover these expenses, but those funds will move to the General Fund after April. The Board decided they would like Umbrella Technologies to give a presentation at the next Library meeting.

New Business:

Partnership with the City - Discussion

President Crawford said he spoke with the Mayor regarding a partnership for the Facilities Manager. In turn, the Mayor said a space is needed for a Parks & Recreation pre-school that currently operates out of the old Post Office facility and he asked about using the library meeting room. Ms. Rodriguez said there are many rules about spaces for kids. It was noted that daytime programs are already held in the meeting room, but perhaps other parts of the library could be used. Mr. Forristall said it could be a good opportunity to have the kids attend the library programs. The Board agreed that many details and space needs are required prior to any decisions. President Crawford asked Ms. Brendich to help lead discussions with library staff, Friends, the Mayor and Parks Department. The Parks Department needs a decision by August 1. Ms. DeBord also suggested a possible shared custodial staff as part of the shared partnerships.

Review of Board of Trustees' Part of the Per Capita Grant

As part of the Per Capita Grant application, it was clarified that the Trustees do participate in some type of continuing education activity. Ms. DeBord asked the Board some additional questions pertaining to the grant so that it can be finished.

Set Finance Committee Meeting Time

Mr. Hedman said he will meet with Finance Director Rob Fredrickson prior to a Finance Committee meeting, to discuss minimum wage increase and those near the threshold, allocation of money for part-time positions and additional allocations for mechanical/upgrade needs.

Related to the upcoming budget, the Board discussed possible part-time positions and the minimum wage increase/impact on the present employees. They talked about how best to handle the pay increases based on positions, longevity etc., the lack of pay grades and salaries. It was decided to examine market data for various library positions from comparable library sizes. Input from a new Director is also desired and Mr. Hedman suggested for now, to give the minimum wage and 3% for all other employees. Ms. Garcia added that more information is needed prior to a decision on the wage matters. After gathering the necessary information, Mr. Hedman will contact committee members to schedule a meeting.

Executive Session:

At approximately 9:00pm, President Crawford made a motion to enter into Executive Session: **For the discussion of minutes of meetings, lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.** Mr. Hedman seconded the motion. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes. Carried 8-0. The Session concluded at approximately 9:07pm.

Mr. Crawford moved to keep Packet #1 sealed and release the minutes for July 13, 2020 and December 14, 2020 from Packet #2. Ms. Garcia seconded the motion. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes. Carried 8-0.

Adjournment:

There was no further business and the meeting adjourned at 9:08pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker