

**Yorkville Public Library**  
Board of Trustees  
Monday, January 11, 2016, 7pm  
902 Game Farm Road – Library Historic Wing

The meeting was called to order at 7:02pm by President Beth Gambro.

**Roll Call:**

Wamecca Rodriguez-yes, Sandy Lindblom-yes, Jo Ann Gryder-yes, Beth Gambro-yes, Russ Walter-yes, Kate Elder-(arr. 7:26pm), Susan Chacon (arr. 7:28pm)

Absent: Carol LaChance, Barb Johnson

**Others Present:**

Library Director Michelle Pfister  
Finance Director Rob Fredrickson

**Recognition of Visitors:**

President Gambro recognized Mr. Fredrickson.

**Amendments to the Agenda:** None

**Minutes:** December 14, 2015

Trustee Gryder moved to approve the minutes as presented and Trustee Walter seconded the motion. Unanimous voice vote approval.

**Correspondence:**

A thank-you was received from the Byron, IL Public Library for the wooden birthday cake which will be used for their anniversary celebration. The connection was made through the library system website. A thank-you was received from staff member Kay Livingston for approving the recent raises.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Check Register**

Ms. Lindblom said the first 3 pages are charges on the VISA bill. She also highlighted some of the remaining bills and said the total on the check register is \$10,791.37.

**Payroll Summary**

There were 3 payrolls last month.

The total disbursements for December were \$69,915.52.

## **Budget Report**

The budget is at 67% of the FY. The following items are below budget: fines, subscriptions, and DVD's. President Gambro suggested publicity in the paper encouraging people to rent DVD's during the winter. There is competition from Netflix and Redbox since it is convenient and an impulse buy, said Ms. Rodriguez. Investments are down partly due to no longer participating in the IMET funds. This will be adjusted in next year's budget. Ms. Lindblom said the bond payments were made and that \$2,300 in development fees was received. Mr. Fredrickson added that the expenses are only at 62% of the budget. Also, good weather has allowed December building.

## **General Ledger**

Memorials and special gifts has a total of \$6,812.15, some of which is earmarked for mini-golf.

## **Cash Statement**

Cash peaked in September and October due to property taxes, however, the bond payments took a large portion of it.

## **Payment of Bills**

Ms. Gryder moved to pay the bills as follows and Mr. Walter seconded the motion:

\$18,993.95 Accounts Payable

\$50,921.57 Payroll

\$69,915.52 TOTAL

Roll call: Rodriguez-yes, Lindblom-yes, Gryder-yes, Gambro-yes, Walter-yes. Passed 5-0.

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

1. E-books usage increasing
2. \$125.50 in fines paid through computer system
3. Had holiday party for volunteers, treats provided to 3 book clubs, had party for kids' programs
4. Mini-golf plans going well, will include raffle, clowns, Star Wars characters
5. Had Polar Express and visit from Santa
6. Patron count high in December
7. Friends gave \$2,000 for books and programming
8. Winston Gambro's artwork featured on art wall upstairs
9. Shelley made a scrapbook of the 100-year anniversary
10. Thank you notes will be sent to the anniversary committee—Secretary Elder will send

**City Council Liaison** No report

## **Standing Committees:**

### **Finance Committee**

A meeting will be set up to discuss the next budget.

## **Unfinished Business:**

### **Library 101**

Ms. Gryder and Ms. Elder will discuss following the meeting and report next month.

## **New Business:**

### **Evening Hours**

A suggestion had been made at the previous meeting about possibly keeping the library open later on the Monday evenings when Board meetings are held. This would allow the second floor Board room to be used for the meetings. Discussion included: it should be determined if money is available to stay open longer, staying open one Monday night might be confusing, and decision had already been made against changing hours. Ms. Rodriguez pointed out that since the library is closed on Sunday, that the

Board might want to consider longer hours on Monday and she also said that Monday is a big day for turning things in at school. Ms. Gambro said the budget committee should review the cost of being open 1.5 additional hours. Ms. Lindblom said that following the survey, the Board had discussed the hours and decided a change would not be feasible. She also said there could be controversy if the hours were changed just to use the Board room. The library staff also did not want the hours changed. Ms. Rodriguez said many good programs start at 4:30 and participants have to be out by 7pm. She thought the library would be used more if other programs could be offered.

Ms. Elder asked if the room could be re-purposed for other community meetings and Ms. Gryder suggested using it as a coffee shop (with the kitchen nearby). Ms. Pfister asked the Board to not reduce morning hours and to extend the evening hours. She said it would take 4-5 staff members to work during the extra hours.

This item will be tabled until after the Budget Committee meets. It was noted the budget is needed by the April meeting at the latest. However, this will be placed on the February agenda as well.

#### **Meeting Room Name**

This was placed on the agenda for an official vote to rename the historic room. Ms. Gambro moved to officially name the room the "Michelle Pfister Meeting Room". Mr. Walter seconded the motion and it was approved unanimously on a voice vote.

Ms. Lindblom has inquired about sign prices and said the cost is based on the size, not the number of words. She found a price of \$250 for a 10-1/2" x 8" sign. Ms. Gambro asked to place this purchase of a plaque on the February agenda and the price should not exceed \$400. It was suggested to hang the sign inside the room.

#### **Review of Executive Session Minutes**

Mr. Walter made a motion to remove the February 2015 committee meeting minutes pertaining to Ms. Pfister's evaluation which had been included with the Executive Session minutes. Ms. Lindblom seconded the motion. Unanimous voice vote approval.

The Board also discussed other Executive Session minutes from January 12, 2015, February 9, 2015, March 9, 2015 and December 14, 2015. Ms. Lindblom recommended all except December 14, 2015 remain sealed. She made a motion to release the December 14, 2015 minutes from "Packet 2" and Mr. Walter seconded the motion. Unanimous voice vote approval.

Another motion was made by Ms. Gryder and seconded by Ms. Lindblom to retain "Packet 1" in its current state. Unanimous voice vote approval.

**Executive Session:** None

#### **Adjournment:**

There was no further business and the meeting was adjourned at 7:57pm on a motion by Mr. Walter and second by Ms. Elder. Voice vote approval.

Minutes respectfully submitted by  
Marlys Young, Minute Taker