

APPROVED 5/9/16

Yorkville Public Library
Board of Trustees
Monday, April 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:

Beth Gambro-yes, Russ Walter-yes, Kate Elder-yes, Carol LaChance-yes, Susan Chacon-yes, Wamecca Rodriguez-yes (left at 8:30pm), Sandy Lindblom-yes, Barb Johnson-yes, Jo Ann Gryder-yes

Others Present:

Library Director Michelle Pfister
Finance Director Rob Fredrickson
Ron Coletta, Comcast
Wyatt Elder

Recognition of Visitors:

President Gambro recognized the guests.

Amendments to the Agenda: None

Minutes: March 14, 2016

Ms. Gambro asked for a clarification on page 3, last paragraph and on page 4, 1st paragraph. “Reading” specialists was changed to “media” specialists. The minutes were then approved on a motion by Ms. Lindblom and second by Ms. Johnson. Unanimous voice approval.

Correspondence:

An email from Secretary of State Jesse White notified the library of the per capita grant award, however, the check for \$13,043.55 will be delayed due to the budget impasse. Ms. Johnson suggested the Board should write a letter to the legislature regarding the budget and Ms. Gryder noted there is a legislative day in May that Trustees could attend. It was also decided that Secretary Elder will draft letters to State representatives expressing budget concerns.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Ms. Chacon questioned why the various check register charges were on separate pages and Mr. Fredrickson said either the computer sent it out this way or there were other City charges that were removed. Over \$5,000 has been spent on lights so far this year. Ms. Lindblom said a company in California installed the system and they also control many of the lights. By having them off more, the Library could possibly save money. Ms. Elder suggested contacting the company to adjust the lighting schedule and input from Tom Lindblom will be requested. Ms. Lindblom also highlighted some of the other bills.

Bill List Summary

There were two payrolls for the month and the total disbursements were: \$55,010.22.

General Ledger

Gifts and Memorials shows \$6,148.36 with \$3,000 of that from the Friends.

Budget Report

The budget year is at 97% as of March 16. Treasurer Lindblom noted the vision insurance is above 100% due to an increase in rates. Operating supplies were over budget and development fees of \$4,950 were received.

Cash Statement

The cash balance is low, but will increase when property taxes come in May.

Ms. Gambro questioned the Library Capital Expenditures budget of \$8,400, but expenses of \$18,000.

Ms. Pfister said all money received is spent, regardless of the budget.

Payment of Bills

Trustee Johnson moved and Trustee Gryder seconded the motion to pay the bills as follows:

\$20,458.51	Accounts Payable
\$34,551.71	Payroll
\$55,010.22	Total Disbursements

Roll call: Walter-yes, Elder-yes, LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes, Johnson-yes, Gryder-yes, Gambro-yes. Passed 9-0.

Report of the Library Director:

Ms. Pfister reported the following:

1. Presented the monthly stats
2. Added 100 patrons, only 4 other libraries added more
3. Numbers for e-books are good
4. \$335.25 in fines collected through website
5. Observing National Library Week, Friends are sponsoring Jackie O and other program
6. Candyland game program held in children's department
7. "Gear Up" for kindergarten held
8. Received over \$900 in memorials for Lawrence Gardner
9. Ms. Gryder reported Friends will compile a "wish list" of items, will give money for programs and books
10. Friends renewed Chamber of Commerce membership, Board member and staff member can attend meetings. Asked Ms. Lindblom (Community Chairperson) or a rep, to attend. Ms. Gambro requested a schedule of meeting dates.
11. Friends will pay for e-newsletter for one year at cost of \$900. Company called Constant Contact will compile and send to those requesting.

Ms. Pfister said she asked the Police to install barriers behind the library to prohibit students from parking there, however, it is public parking. She also said kids are speeding through the library parking lot. Ms. Gambro will notify the high school of the issues.

Tim Evans of the Parks Department has asked to use the historic room for 5-6 week programs. The Trustees discussed this and decided the Parks should be responsible for cleaning the room after programs. A cleaning fee deposit was suggested by Ms. Gryder and Ms. Elder said the amount should be determined by the fee the cleaning people charge. The cleaning expectations should also be in writing. Ms. Pfister said the children's room is used almost every day and would not be available and Ms. Rodriguez stated the room could not be used during the book fair. It was suggested the library summer programs should be scheduled prior to the requested use. This matter was tabled to the next meeting.

City Council Liaison No report

Standing Committees:

Ms. Gryder said she reviewed the policies and corrected some spelling. Ms. Johnson will also review and check new policies.

Personnel

The Library Director evaluation is due and a date will be set for a meeting to complete this.

Unfinished Business:

Evening Hours

Ms. Chacon updated the costs of keeping the library open extra hours since the salaries have been increased. It would cost \$103.41 per hour in salaries plus lighting, cleaning etc. Ms. Gryder presented an idea of "Adopt a Sunday" where community groups would contribute to the library operation.

Trustee Rodriguez commented that the library should be open on Sundays during the school year and there is a need for the computers in the evenings. She also said children's programs starting at 6:30pm would be more helpful to working parents. President Gambro asked Ms. Rodriguez to work with the children's librarians to set up programs that are later in the day. Ms. Rodriguez also commented on the Robotics program that could not use the library due to the early closing hours. She suggested local businesses could be used for snack purchases that could be re-sold at the library for a profit.

Ms. Pfister said she would like the library to be open an extra half hour in the morning and evening, Monday through Thursday and gradually build up hours. The cost to be open Sundays and additional time during the week would be \$23,400 per year. Ms. Elder said perhaps there is too much being spent on cleaning supplies and less costly competitors should be explored for items such as elevator maintenance. Ms. Rodriguez said to ask for a better rate for the elevators. Another suggestion is to decrease insurance costs, said Ms. Gryder. Trustees Elder and Chacon will collaborate on cost cutting.

It was decided to table the evening hours until next month to allow for a cost-cutting review, but a motion was then made by Ms. LaChance to add two additional hours of operation (until 9pm) on Monday. Ms. Gryder seconded the motion. The day of the week to be open extra hours was also discussed. During discussion, Ms. Gryder said that the upstairs Board room should be used for the Board meetings. However, it was stated that it would cost an extra \$10,900 and might be viewed as self-serving. If the Board room is not going to be used, Ms. Gryder suggested that the furniture should be sold or moved downstairs. Another point brought up was to transform the kitchen area into a coffee shop. After these discussions, Ms. Lindblom called the question. President Gambro pointed out that voting on the motion, essentially approves spending the extra money and it is not on the agenda.

Committee members all agreed there was no money for this. A roll call vote was then taken on the motion for additional hours: Elder-no, LaChance-no, Chacon-no, Rodriguez-no, Lindblom-no, Johnson-no, Gryder-abstain, Gambro-no, Walter-no. Motion failed: 8 no and 1 abstain.

In conclusion, the “evening hours” topic will be kept on the agenda until more funding is available.

Meeting Room

Ms. Lindblom has received the plaque for the Michelle Pfister meeting room and said a dedication ceremony should be held. A potluck dinner will be held on May 9th at 6pm prior to the Board meeting and Ms. Johnson will send invitations. The cost of a Rosati's “package meal” will be split by Board members and Board members will bring desserts.

Revised Budget for 2016/17

Ms. Lindblom said insurance costs increased, thus changing the budget. Mr. Fredrickson said it was a high claim year resulting in a cost increase which needs Board approval. Ms. LaChance moved and Mr. Walter seconded a motion to approve the increase as presented. Roll call: LaChance-yes, Chacon-yes, Lindblom-yes, Johnson-yes, Gryder-yes, Gambro-yes, Walter-yes, Elder-yes. Passed 8-0.

New Business:

Network Upgrade

Comcast representative Ron Coletta who deals with non-profit groups was present to discuss fiber availability. Mr. Walter had explored the cost of installing this in the Library and felt it could not be done now since the budget does not allow. He discussed the costs for the Board and said it would give extra bandwidth allowing for more databases and would increase speed. He said this matter could be revisited next year. Some of the building equipment has not been updated for 9 years, Mr. Walter said. Ms. Pfister suggested that some of the development fees should be set aside for hardware costs. The Library would receive e-rate funding. It would cost \$9,000 to update ethernet equipment with half of that reimbursed, said Mr. Walter. To replace all the public computers (60) would cost \$600 each and equipment purchases can be done incrementally.

President Gambro noted that the schools are doing a 1 on 1 technology student initiative and will purchase Chrome books. She said perhaps the schools would allow purchases for the library.

Public Notice Fiscal Year 2016-17

Ms. Gryder moved and Ms. LaChance seconded the motion to accept the list of library closure dates as presented. Approved by unanimous voice vote.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 8:52pm on a motion by Ms. Gambro and second by Mr. Walter. Approved by voice vote.

Minutes respectfully submitted by
Marlys Young, Minute Taker