

**APPROVED WITH CORRECTIONS**  
**06/13/2016**

**Yorkville Public Library**  
Board of Trustees  
Monday, May 9, 2016, 7pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by Vice-President Barb Johnson.

**Roll Call:**

Susan Chacon-yes, Wamecca Rodriguez-yes (arr. 7:05pm), Sandy Lindblom-yes, Barb Johnson-yes, Jo Ann Gryder-yes, Russ Walter-yes, Carol LaChance-yes

Absent: Beth Gambro, Kate Elder

**Others Present:**

Library Director Michelle Pfister  
Finance Director Rob Fredrickson

**Recognition of Visitors:**

Vice-President Johnson recognized Mr. Fredrickson.

**Amendments to the Agenda:** None

**Minutes:** April 11, 2016

The minutes were approved on a motion by Ms. Gryder and second by Ms. Chacon. Voice vote approval. Ms. Johnson questioned if the letter to the State representatives, discussed last month, had been written. She also asked if the lighting company had been contacted about adjusting the library lighting schedule. Both of these items will be kept on the agenda for further discussion.

**Correspondence:** None

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Check Register**

Ms. Lindblom said \$1,148.52 was paid with the credit card. Many adults and children's books were purchased with money from the Gifts and Memorial Fund. She highlighted some of the other larger bills and said the bill total is \$14,069.35.

Treasurer Lindblom said Today's Business Solution was paid from the next FY budget. It is the annual licensing fee in the amount of \$3,479.90 for the public computers and card system. There were 2 payroll periods. The total disbursements for the month is \$61,827.75. Memorials and Special Gifts

Fund has \$6,071.73 with about \$1,300 from the Gardner memorial.

### **Budget Report**

Some property tax was received and the revenues are at 96.7% of the budget. Salaries stayed under 100% even with the increases and insurance costs are at about the 100% level due to higher than anticipated increases. Office supplies were slightly over 100% and operating supplies were substantially over budget. The library should have a small surplus at the end of the FY. Development fees received were \$4,200. Ms. Chacon questioned the RENEW program which is a building incentive program.

### **Cash Statement**

Mr. Walter inquired about the status of the IMET Funds. Mr. Fredrickson said funds have not been distributed yet until a ruling is issued. Trustee Gryder questioned the charge for IPRF worker's comp audit. Mr. Fredrickson said it's an annual audit and the City had to pay an additional \$20,000 this year.

### **Payment of Bills**

Trustee Gryder moved to pay the bills as follows and Trustee Walter seconded the motion.

\$26,596.85 Accounts Payable  
\$35,230.90 Payroll  
\$61,827.75 TOTAL

Roll call: Rodriguez-yes, Lindblom-yes, Johnson-yes, Gryder-yes, Walter-yes, LaChance-yes, Chacon-yes. Passed 7-0.

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

1. Ms. Pfister presented the monthly statistics
2. Over 10,000 e-books have been checked out so far for the fiscal year
3. \$187.85 was collected in fines
4. Ms. Pfister was one of 45 directors who attended Prairiecat Assembly, discussed automation
5. Adult program "polishing your manuscript" attended by 17 people
6. Seven people joined creative writing group
7. Jackie O program attended by 65 people
8. Community storytime held at martial arts studio, will be held at other locations in future
9. Celebrated National Library Week, had handouts for patrons
10. Holding movie day at library
11. Friends contributed \$2,000 and additional \$1,000 as of today
12. Staff member will make puppet theatre
13. Lawrence Gardner memorial money, \$1,300, will be spent on large print books
14. Presented info to sign up for email newsletter, 46 already signed up
15. Michelle would like to have yard clean-up, cost last year was \$1,700
16. Mannheim Steamroller drummer concert scheduled for May 10
17. Nomination of officers to be held in June with a vote in July
18. Michelle thanked the Board for the room dedication event prior to the meeting

**City Council Liaison** No report

### **Standing Committees:**

#### **Policy**

Ms. Gryder said the policy book has been revised by Ms. Johnson and her. *The updated policy book will be reviewed at the July meeting.*

## **Unfinished Business:**

### **Evening Hours**

Ms. Johnson said the Board agrees the hours need to be extended depending on funding. Ms. Rodriguez suggested the funding should be addressed first by establishing the coffee shop or by cost-cutting. Ms. Gryder suggested having people or businesses sponsor an “Adopt a Sunday Program” and she will provide website info to the Board.

Ms. Rodriguez said the coffee shop location should be closer to the actual library and could be staffed by teens doing in-service hours. Having volunteers would bring in revenue very quickly. She also said the Adopt A Sunday program should be more than just Sunday and perhaps include expanded hours.

The Finance and Community Relations Committees will be asked to explore this possibility prior to the next Board meeting.

## **New Business:**

### **Update on Cost Cutting**

This information is being gathered by Trustee Elder and will be discussed at a later time.

### **Participants in Public Act 92-0166 Non-Resident Card**

Each year the Library Board must vote to allow non-residents to buy a library card, the cost being based on their tax bill. Ms. Gryder read the policy for the Board and then made a motion to participate in Public Act 92-0166 non-residential program. Ms. Lindblom seconded the motion and the motion passed unanimously on a voice vote.

In other discussion, Trustee Rodriguez reminded the Board of the August 2<sup>nd</sup> Book Bonanza being held at the library. She asked for volunteers for the event which will include both morning and evening hours. All profits will go to the library.

Regarding an earlier discussion in the meeting, Ms. Gryder said The Friends will assemble a group of volunteers if mulch is received from ComEd after a spring clean-up.

Ms. LaChance inquired if the library building will be painted. A portion above the older part of the library was repaired and painted. Mr. Fredrickson said the Fund Balance is about \$335,000. Ms. Chacon made a motion to paint the entire building and Ms. LaChance seconded the motion. The motion was revised to say that estimates will be obtained. The last bid received was \$25,000 and it was noted there is already a problem starting with a pump which would be a very expensive repair. A voice vote unanimously approved obtaining bids. Ms. Rodriguez said she would like to know the cost of a new pump, if needed, before deciding on painting the building.

## **Executive Session:**

At approximately 7:44pm, Ms. Gryder made a motion to adjourn out of regular session and move into Executive Session **for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.** Mr. Walter seconded the motion.

Roll call: Lindblom-yes, Johnson-yes, Gryder-yes, Walter-yes, LaChance-yes, Chacon-yes,

Rodriguez-yes. Passed 7-0

The Executive session concluded at approximately 8:35 and the Board returned to regular session with the following Board members present for the remainder of the regular session: Chacon, Rodriguez, Lindblom, Johnson, Gryder, Walter, Lachance. Ms. LaChance made a motion to approve the Library Director goal recommendations as discussed and Ms. Rodriguez seconded the motion. There was a voice vote approval.

**Adjournment:**

There was no further business and the meeting was adjourned by Vice-President Johnson at 8:36pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker