

APPROVED 7/11/16

Yorkville Public Library
Board of Trustees
Monday, June 13, 2016, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Sandy Lindblom-yes, Barb Johnson-yes, Russ Walter-yes, Kate Elder-yes, Carol LaChance-yes, Wamecca Rodriguez-yes

Absent: Beth Gambro, Jo Ann Gryder, Susan Chacon

Others Present:

Library Director Michelle Pfister

Recognition of Visitors: No guests

Amendments to the Agenda:

The topic of outside maintenance will be discussed under Unfinished Business.

Minutes: May 9, 2016

Ms. Lindblom asked if policy changes should be approved on the next agenda. As a result of this discussion, the following sentence should be added under “Standing Committees/Policy”: **“The updated policy book will be reviewed at the July meeting.”** Ms. LaChance made a motion to approve the minutes as amended and Mr. Walter seconded. Unanimous voice vote approval.

Correspondence:

Ms. Gambro received a letter from Ms. Judy Somerlot regarding library maintenance. Ms. Johnson read the letter aloud and it will be discussed under Unfinished Business.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Check Register

Ms. Lindblom said the check register contained both FY16 and FY17 invoices. FY16 charges are \$785.97. She highlighted some of the FY17 invoices, including an invoice for a new magazine subscription service. Switching to the new service saved \$500. Total of the FY17 invoices is \$14,637.07.

Payroll Summary

There were 2 payroll periods.

Bill List Summary

The Board requested a reference be put into the minutes to obtain further information from Mr. Fredrickson regarding the charges for the RENEW Build Program. They agreed they did not want to approve the charges until clarified. It is believed to be reimbursement for homes not built, but fees were paid. Ms. Elder suggested withholding reimbursement pending clarification

Payment of Bills

Ms. Elder moved to pay the bills as follows and it was seconded by Mr. Walter with a clarification that the two reimbursements to DR Horton be temporarily excluded for payment. (Ms. Lindblom noted later in the meeting that the refund checks were not included in the checks to be signed and the refunds may have already been paid by the City).

Accounts Payable: \$60,594.06

Payroll: \$35,848.87

Roll call: Johnson-yes, Walter-yes, Elder-yes, LaChance-yes, Rodriguez-yes, Lindblom-yes
Passed: 6-0.

Budget

Tax money of \$61,391 and development fees of \$3,100 were received. It was noted that the annual report shows things improving.

Cash Statement

Approximately \$300,000 of the cash shown is in the reserve/long term savings.

Report of the Library Director:

1. Ms. Pfister presented the stats for the month
2. Patron fines of \$295.98 were received
3. Shelley promoted the library on WSPY radio and TV. Youth services will appear later.
4. Michelle attended Chamber of Commerce meeting and businesses were promoted. Will attend each month and next meeting is June 24th at Hampton Inn.
5. 2 staff attended conference regarding adult programs, circulation and catalog
6. Mannheim Steamroller program well-attended
7. Community storytime held at Jimmy John's--they provided sandwiches
8. Youth Service Director went to Bristol Bay to promote summer reading program
9. Lion's Club gave \$92 for Gifts & Memorials and magazines
10. TAG kids purchased a "brick"
11. Special Ed student has been cleaning books for 1 year
12. Two Plano high school students completed a community service day
13. Summer reading program is "Read for Gold". Ms. Rodriguez asked for volunteers for book fair.
14. Park District employee Tim Evans wishes to use the Michelle Pfister Meeting Room for 5-7 weeks for summer program. She wants to work with him and prefers no cleaning charge
15. New artwork done by YHS students will be on display in kids' department
16. All Board members asked to bring policy books for updates
17. All Board members were asked to sign up for library newsletter
18. New program for recycling of old books to be held July 27 and August 24

City Council Liaison No report

Standing Committees:

Finance and Community Relations

Ms. Johnson reported these 2 committees met jointly prior to the regular meeting to explore funding for additional library hours. Topics discussed were:

1. *Adopt a Sunday*: ask businesses to sponsor Sunday hours. Ms. Johnson will draft letter. She will also speak with Ms. Chacon to verify cost of extra hours.
2. “*Bookin' for the Library*” run to be held September 3rd, (date of book sale). Will be a non-competitive run and participants can run various number of miles at various costs. Mr. Walter to take charge of run. He has contacted Mr. Evans regarding a route and possible permits needed. Ms. Elder said promotion should be made to local running clubs. Ms. Rodriguez suggested “inaugural prices”.
3. *Coffee Shop*: Several possible locations in library with one being favored. Ms. Johnson said this needs to become a reality. She looked at rentals collected last year and they only totaled \$1,942. (Rental is \$50 for 3 hours and only for non-profit groups). She said the coffee shop could just be rented, even if no other participation by the library. Ms. Rodriguez commented on the coffee shop and said a lawyer would need to look at the contract, the health department would need to review the idea for possible library infrastructure changes and zoning would need to be checked to see if that use is allowed. Ms. Pfister will contact Bart Olson regarding zoning and she will also call the health department. After these inquiries, a recommendation will be made by the Board whether to proceed with a coffee shop.

Unfinished Business:

Evening Hours

More funds are needed prior to a decision.

Update on Cost Cutting

Ms. Elder researched elevator costs and found a quote from another company for \$149/month or \$447/quarter with one quarter free the first year. It would require a 3-year contract. She is waiting for a response from the current vendor to match the price. The current cost is \$175/month (a non-contract fee) since the current contract was not renewed.

She will also be researching Trico mechanical service costs and requested a copy. Ms. Elder will also inventory the cleaning supplies and she would like to temporarily assume the responsibilities of purchasing. Her intent is to cut costs in half, partly by purchasing generic items.

Outside Maintenance

It was suggested that the Board should advise Ms. Somerlot that maintenance had just been done and the amount spent. The Board agreed that maintenance is ongoing. Ms. LaChance suggested contacting the Boy Scouts and Ms. Elder said persons who needed community service hours could be used. It was noted proper supervision would be needed for any group. Mr. Walter asked Michelle to obtain quotes for monthly maintenance including weeding, edging and trimming. Ms. Rodriguez noted maintenance is needed April-October and that low-maintenance shrubbery or rocks are better than mulch.

New Business:

Nominations of Officers

The following slate of officers was nominated:

President:	Russ Walter
Vice President:	Barb Johnson
Secretary:	Kate Elder
Treasurer:	Sandy Lindblom

Voting will take place at the July meeting.

Inventory Update

Ms. Pfister did an inventory of library items including equipment, books, furniture etc. and submitted a report to the Board and to the City.

State Report

Ms. Pfister said this report was similar to the previous one with the exception of there being more e-books from which to choose. The original report was submitted to the City.

Additional Business:

Ms. Pfister said she will have quotes for building painting at the next Board meeting. There will be bid alternatives including painting the whole building or parts of the building and bids will be published. Color was briefly discussed.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned by Ms. Johnson at 8:21pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker