

**APPROVED 8/8/16**

**Yorkville Public Library**  
Board of Trustees  
Monday, July 11, 2016, 7pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:15pm by President Beth Gambro.

**Roll Call:**

Beth Gambro-yes, Russ Walter-yes, Wamecca Rodriguez-yes, Sandy Lindblom-yes, Barb Johnson-yes  
Absent: Kate Elder, Jo Ann Gryder, Carol LaChance, Susan Chacon

**Others Present:**

Library Director Michelle Pfister  
Finance Director Rob Fredrickson  
Library Liaison/Alderman Seaver Tarulis

**Recognition of Visitors:**

President Gambro recognized the guests.

**Amendments to the Agenda:**

Ms. Gambro asked to discuss the summer program being held with the school district, under Unfinished Business. Adopt A Sunday will be discussed also.

**Minutes:** June 13, 2016

Ms. Johnson moved and Ms. Lindblom seconded the motion to approve the minutes as presented. Unanimous voice vote approval.

**Correspondence:**

A letter was received from the library attorney stating the rates would increase from \$195/hour to \$210/hour effective July 1. The lower rate had been in effect for three years. Also Ms. Pfister received a complimentary note in the suggestion box saying the children's librarians were amazing!

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Check Register**

Ms. Lindblom highlighted some of the invoices and said the register total is \$15,396.94. There were also two payrolls in the amounts of \$20,265.09 and \$17,714.15. Ms. Lindblom questioned the BUILD program refund. Mr. Fredrickson explained the developer had paid their fee, which is refunded from the Library Capital Fund as part of their incentives in the BUILD program. An interest payment for bonds was also made and the total disbursement is \$76,318.42.

Other: Property tax of \$244,019 was received for 47% of the property tax budget, State grant in the amount of \$13,044 has been received, library cards totaled \$588, administrative fees for bonds paid were \$1,100 and \$3,500 in development fees was received. Mr. Walter questioned the Renew Fund and why it's shown twice. One entry is the revenue coming in and the other is expense going out. Ms. Johnson asked about the development fees which have increased and Ms. Pfister said some is being saved to buy new computers.

### **General Ledger Activity Report**

There is a balance in the Gifts and Memorials of \$6,103.30 with \$3,000 of that being Friend's money.

### **Cash Statement**

Ms. Lindblom asked why there is a deficit in the Library Debt Service and Mr. Fredrickson gave an explanation. The property tax money initially goes to the Bank of New York to pay the 2013 bond. After the debt service is paid, the property tax flows into the Illinois funds account. He said this is a normal procedure. He also reported that preliminary numbers show just under \$33,000 surplus for budget year 2016. The overall Library Operations Fund Balance is just below \$500,000. The Library Capital Fund has \$14,806 for capital purchases. A detailed report will be sent in the next week.

### **Payment of Bills**

Mr. Johnson moved to pay the bills as follows and Mr. Walter seconded the motion.

\$23,470.43	Accounts Payable
\$14,868.75	Debt Service Payment
\$37,979.24	Payroll
\$76,318.42	TOTAL

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

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

1. Ms. Pfister presented monthly statistics
2. Staff had safety walk, identified fire extinguisher locations, discussed defibrillator, etc.
3. Friends will purchase 2 flower pots for front door in the Spring and will buy a replacement tree
4. Creative coloring groups going well
5. Storytime program held at parks and at playgrounds
6. Had summer kickoff party for summer programs, 52 attended
7. 12,600 patron count in one month compared to norm of 6,000-7,000 per month
8. Received memorials
9. Great programs coming up, November 8 is a 'campaign' program
10. Artwork from recycled books displayed in front case
11. Ukulele program scheduled for August 25 at 7pm

Ms. Pfister also reported findings on the possible coffee shop. She spoke with both the Health Department and the City for zoning. The Health Dept. referred her to a website and said that any plan must be presented to them. Two sinks are required. Ms. Pfister is waiting for a reply from the City regarding zoning. She also visited the Sugar Grove and Batavia libraries. Both are only open during regular library hours and therefore unavailable to high school students early in the morning.

Ms. Pfister reported on quotes for general landscaping maintenance. She also mentioned the City had recently trimmed trees and spread mulch. A motion was made by Ms. Johnson to hire Eric's Cut

Above at \$360 a month (\$45 per hour) and it was seconded by Mr. Walter. Ms. Johnson amended her motion to add “as needed” and Mr. Walter seconded the amended motion.

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

The disaster policy will be updated next month and Board members should bring their books.

### **City Council Liaison**

Alderman Seaver also noted the recent City maintenance work at the library and said he had spoken with the City Administrator and a groundskeeper. In another matter, he said the Police Department has a t-shirt program supporting the department and gave info on how to order the shirts. Mr. Walter added information about the Comp Plan having a final update on August 10 and he gave a brief explanation of the Plan. During discussion of the Plan, Ms. Rodriguez noted the railing downtown is not aesthetically pleasing.

**Standing Committees:** None

### **Unfinished Business:**

#### **Evening Hours**

Ms. Johnson drafted a letter to businesses regarding the “Adopt a Sunday”. A cost is needed before the letter can be mailed and a suggestion was made that businesses can contribute to a Sunday if not able to sponsor the entire day. Ms. Johnson will assemble a list of potential letter recipients.

#### **Update on Cost Cutting**

Mr. Walter reported on information that Ms. Elder obtained. She reviewed the elevator contract which has automatically renewed until 2018. It appears the Board has been paying for repairs that should be covered under the contract. She has asked the elevator company to review their invoices for covered expenses. Ms. Elder also requested that no more cleaning supplies be ordered except necessities, until the other supplies have been nearly depleted. Ms. Rodriguez commented that some of the supplies are stockpiled and not being used very fast. Ms. Elder is also looking at ways to cut costs with Trico and this will be placed on next month's agenda. Ms. Lindblom said the Board should be careful about other service companies not being able to do the work due to patents. Regarding Trico, she said they know our system and cautioned about changing companies since Trico has been very responsive. Ms. Pfister commented that the Clorox wipes are being used by the Friends for cleaning the books and other uses.

#### **Painting Bid for Building**

Ms. Pfister has not received the final bid yet. Mr. Walter commented that the painting would most likely not be done until spring and that a separate meeting may be needed to open the bids. This will be placed on the agenda for next month.

#### **5K Run Expenses \$1000**

Mr. Walter said expenses will be incurred, he has developed a flier and he gave information on discounted meal tickets. Ms. Lindblom questioned if this race is a fundraiser for the library since money is being paid out. She also cautioned against the library directing people to a specific vendor. Ms. Rodriguez said she contacted the school regarding use of a timer for “chip” timing. Mr. Walter said Tim Evans also had a contact for a chip timer. Ms. Rodriguez provided info about the fliers and donations from businesses. She also provided details on t-shirts and recommended a vendor from Elgin as having the best price. President Gambro said the committee should make a recommendation of the money needed and finalize prior to the next meeting. The committee will meet in the next two weeks to finalize all details and volunteers will be scheduled.

### **Book Fair Bonanza** (added to agenda)

Ms. Gambro said more info is needed to be able to answer questions about the book fair and specify individuals for certain jobs. She asked for a written protocol when the school and library work together on projects.

### **New Business:**

#### **Election of Officers**

Ms. Johnson made a motion to elect the slate of officers nominated at the last meeting as follows: Russ Walter for President, Barb Johnson for Vice-President, Kate Elder for Secretary and Sandy Lindblom for Treasurer. Mr. Walter seconded the motion and the motion was approved unanimously on a voice vote. Ms. Gambro then turned the meeting over to the new President, Russ Walter.

#### **Policy Updates**

The policy books should be given to Ms. Pfister for changes and updates. She detailed some of the changes made:

1. The Director evaluation will now be kept at the library instead of the City.
2. Under emergency closing, verbage added to say employees must use vacation or other time if absent due to inclement weather if library is open.
3. Re: health insurance, Board may add plans that are cost-effective
4. Safety policy: security camera policy added
5. Fee for testing for non-residents raised to \$25 for on-line courses, \$10 for residents

Ms. Lindblom made a motion to approve the updates as presented and Ms. Gambro seconded. Approved on a unanimous voice vote.

### **Executive Session:**

At approximately 8:40pm, Ms. Johnson made a motion to adjourn out of regular session and move into Executive Session **for the discussion of minutes lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.** Ms. Lindblom seconded the motion.

Roll call into Executive Session: Rodriguez-yes, Lindblom-yes, Johnson-yes, Gambro-yes, Walter-yes  
Passed 5-0.

The Executive session concluded at approximately 8:50pm and the Board returned to regular session with the following Board members present: Rodriguez, Lindblom, Johnson, Gambro and Walter.

Ms. Johnson made a motion to release the Executive Session minutes dated April 27, 2016 and May 9, 2016 from "Packet 2" and keep "Packet 1" intact. Ms. Lindblom seconded the motion. Unanimous voice vote approval.

### **Adjournment:**

There was no further business and the meeting was adjourned at 8:51pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker