

Yorkville Public Library
Board of Trustees
Monday, August 8, 2016, 7pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter.

Roll Call:

Carol LaChance-yes, Susan Chacon-yes, Wamecca Rodriguez-yes (arr. 7:12pm), Sandy Lindblom-yes, Beth Gambro-yes, Russ Walter-yes, Kate Elder-yes (arr. 7:05pm)
Absent: Barb Johnson, Jo Ann Gryder

Others Present:

Library Director Michelle Pfister
Finance Director Rob Fredrickson
Friends of the Library member Judy Somerlot
Megann Horstead, *Beacon News*

President Russ Walter called the meeting to order at 7:00pm and a quorum was established.

Recognition of Visitors:

President Walter recognized the guests.

Amendments to the Agenda:

Later in the meeting, Ms. Gambro asked to add a discussion under Old Business regarding release of Executive Session minutes.

Minutes: July 11, 2016

Ms. Gambro questioned a comment under the Cost Cutting topic about patents regarding the servicing of equipment. Ms. Gambro then moved and Ms. LaChance seconded the motion to approve the minutes as presented. Unanimous voice vote approval.

Correspondence: None

Public Comment:

Ms. Somerlot asked the Board members to save January 29, 2017 for the next mini-golf fundraiser at the library. She has already received calls about sponsorships and a steering committee will be meeting soon. She also discussed the 8th annual used book sale over Labor Day weekend. Volunteers will be needed August 31 at 9am to sort books and also on the sale day. She said two checkouts will be set up this year. On the day after the sale, books will be sold for \$.25 to \$1.00. Leftover books will be taken to the county jail or Hillside Nursing Home and two other locations. She also noted that the Friends have just given \$300 to the library for a new tree.

Staff Comment: None

Report of the Treasurer:

Budget Report

Treasurer Lindblom reported the following:

1. Budget is at 25% of the FY and 50% of budgeted property taxes have been received
2. The total revenue is at 48%, one-quarter of the way through the FY
3. \$2,750 in development fees has been received which is 51% of the revenue budgeted
4. \$3,000 of the Gifts & Memorials is Friends money, remainder is for library use
5. Ms. Pfister has set some money aside for computers

Check Register

Credit card payments totaled \$1,366.33. Books were purchased with the money coming from development fees and Gifts and Memorials. The landscaper, Eric Hill, came for 3 hours and the total cost was approximately \$600. Ms. Pfister said they did a good job, however, they might be hired just for a fall cleanup which will be discussed next month. Ms. Lindblom highlighted some of the other invoices for the month and said \$8,443.34 was the total expenditure.

There were 3 pay periods for the month. The disbursements for the month are \$71,756.94.

Cash Statement

Ms. Lindblom said the unaudited budget projections were sent to her and Ms. Pfister. Mr. Fredrickson commented that the surplus is \$32,673 resulting in a \$499,356 Fund Balance. The expense level was about 93% for the year. Mr. Walter said that some agenda pages with this information were missing on the City website.

Payment of Bills

Ms. Gambro moved to pay the bills as follows and Ms. Chacon seconded the motion.

\$17,909.85	Accounts Payable
\$53,847.09	Payroll
\$71,756.94	TOTAL

Roll call: Chacon-yes, Rodriguez-yes, Lindblom-yes, Gambro-yes, Walter-yes, Elder-yes, LaChance-yes. Passed 7-0.

Report of the Library Director:

1. Presented monthly statistics
2. Attended PrairieCat meeting, gave e-book information
3. \$873 in overdue fines was collected
4. Article in library flier talks about old and new programs, book sale & 5K run
5. Friends gave \$300 for new tree by outside bench, City has offered to plant
6. Shelley did nice job on adult programs, 24 persons attended
7. Barb Johnson did great job on Viking program
8. Summer reading totals will be presented next month, \$100 from Friends for prizes
9. Friends to sponsor Ukelele program August 25th
10. 12 new computers to be purchased
11. Comcast was down 2 days—no phone service
12. Book fair went very well, Ms. Rodriguez gave details, \$875 in sales, 450 people attended. Will include some evening hours and put out signs next year.

City Council Liaison No report

Standing Committees: No report

Unfinished Business:

Update on Cost Cutting

Ms. Elder said she will be contacting Trico for possible cost cutting measures. She said currently there are enough supplies for a long while and there is 40 of a certain cleaner. She suggested using supplies on hand before ordering any new and to cancel any current orders. Home Depot or Menards should be used for toilet tissue purchases. Ms. Rodriguez suggested using Amazon Prime to save money as long as the rates are competitive. The custodians currently do the majority of the ordering of supplies and do so through Cambria. There was a discussion of possibly using City vendors. Ms. Pfister said many rubber gloves and wipes are used for the computers and toilets. The public also uses the wipes for the computers. Ms. Pfister was asked to speak with the custodians to enlist their efforts to be conservative in the use of the supplies and with the amount ordered. Ms. Elder also noted that it is dangerous to stockpile the chemicals if they expire.

A motion was made by Ms. Elder to temporarily suspend Cambria cleaning supply orders until a conversation is initiated with the custodians regarding the inventory. Ms. LaChance seconded the motion. After discussion, the motion was amended by Ms. Elder to include not ordering anything already in stock. Ms. LaChance seconded the amended motion. A verbal vote was taken with 6 ayes and 0 nays.

Painting Bid for Building

Ms. Pfister said she does not have a response from Public Works Director Eric Dhuse for assistance in drafting language for a bid. Mr. Walter suggested that Tim Evans could help as well. Ms. Pfister said when a bid is published, it is valid for 3 months and it was decided to not publish this until next year.

Adopt A Sunday

Trustee Johnson is working on this program, however, in her absence it was decided to delay discussion. Ms. Rodriguez asked Ms. Chacon to email Ms. Johnson the costs of 3 hours of operation on a Sunday. This will be discussed next month.

Book It! 5K Fun Run

Four persons have signed up to run, however, many people sign up at the last minute. Two requests for sponsorships were turned down due to time constraints, saying that 90 days was required. "Race Time" will be present to time the race and provide envelopes for packet information and other items. Ms. Rodriguez gave information on other details of the race. It was noted the book sale begins at 9am and the race will not be over until 9:30am. Parking and other details were discussed extensively for both the book sale and race. It was finally decided to divide the library parking lot with cones, half for the book sale and half for the race. Ms. Gambro encouraged communication with the Friends regarding the parking, etc. Ms. Rodriguez also gave details of the t-shirts that will be ordered for the runners. It is hoped to also have coupons for local eating establishments.

Executive Session Minutes (added to the agenda)

Ms. Gambro discussed a protocol for release of executive session minutes. After an earlier discussion between Ms. Gambro and the City Clerk, it was decided that the City Attorney would be asked to review the minutes prior to release. A written confirmation of this action will be forthcoming.

New Business:

Disaster Plan Update

Ms. Pfister will be updating the Disaster Plans and will be done by next month for those providing their books/plans at this meeting.

Standing Committees 2016/2017

President Walter read the updated list of standing committees.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 8:25pm on a motion by Ms. Elder and second by Ms. Gambro.

Minutes respectfully submitted by
Marlys Young, Minute Taker