

Yorkville Public Library
Board of Trustees
Monday, September 12, 2016, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Wamecca Rodriguez-yes, Sandy Lindblom-yes, Barb Johnson-yes, Beth Gambro-yes, Russ Walter-yes, Kate Elder (arr. 7:08pm) Carol LaChance-yes, Susan Chacon-yes,

Others Present:

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

Recognition of Visitors: None

Amendments to the Agenda:

President Walter requested to add the 5K update under Unfinished Business.

Minutes: August 8, 2016

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

Correspondence:

A \$75 check was received from the Sons of Norway for using the library for Viking Camp.

Mr. Walter received a letter from Trustee Jo Ann Gryder stating that she is moving from Yorkville and is resigning from the Library Board effective immediately. She also sent her letter to the Mayor.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Check Register

Treasurer Lindblom presented the report.

1. Total expenditures from check register \$9,169.31
2. Two payrolls: \$18,325.87 and \$18,453.99
3. Total Disbursements: \$58,441.61

Budget Report

A State grant of \$1,650 was questioned. Mr. Fredrickson said an inadequate description was received from the State and he believes it is for the City instead.

Ms. Lindblom summarized the budget and it was noted that fines are up, most likely since patrons cannot check out books until fines are paid. She also said that development fees of \$8,550 have been received and building permits have reached 100 so far this year.

Cash Statement

No comments.

A motion was made by Ms. Johnson and seconded by Ms. LaChance to pay the bills as follows:

\$21,661.75 Accounts Payable

\$36,779.86 Payroll

\$58,441.61 TOTAL

Roll call: Lindblom-yes, Johnson-yes, Gambro-yes, Walter-yes, Elder-yes, LaChance-yes, Chacon-yes, Rodriguez-yes. Passed 8-0.

Report of the Library Director:

1. Ms. Pfister presented the statistics for the month and said e-book numbers are good
2. Held staff meeting with youth service department to discuss fall activities
3. Had staff luncheon
4. Friends report: elected new officers, \$6,105 profit from used book sale and sale continues, Friends membership renewals due in October, 2 meetings have been held for mini-golf and there are 3 sponsors so far, Friends asked for wish list. Area near wall outside library needs cleanup, bush removal, etc. Ms. Pfister would like pavers placed there and will ask Friends to pay half and asked the Board to pay half. She will obtain an estimate for the work and place it on agenda next month. She would like Friends to continue to care for that area. Mr. Walter suggested selling bricks with names. (Some Board members observed area being discussed).
5. Ukelele band was fantastic
6. Over 400 kids attended summer program
7. Upcoming program "Golden Age of Accordion" will be presented October 14 at 2pm. Fliers will be sent to senior facilities
8. Ms. Pfister would like to contact Eric Dhuse for fall cleanup
9. Doing "Food for Fines" this month and food goes to Kendall County Pantry
10. A teacher who held her class in the library last year, donated a book that she authored

City Council Liaison

Mr. Tarulis said a couple people had expressed unhappiness because they were unable to sign up for the recent 5K race, having missed the cutoff and the fee was higher the day of the race. Mr. Walter said there was some confusion on the forms and Ms. Elder said it is standard practice to charge more on that day. There was also some difficulty registering on the website.

Standing Committees: No reports

Unfinished Business:

Update on Cost Cutting

Ms. Elder said there are no major updates at this time and added that Thyssen Krupp (elevator service) is avoiding her calls. She is getting quotes from other companies to see if the Library is getting the best prices. The cleaning staff informed Ms. Pfister that the present cleaning supplies would last four months. She also looked at Amazon prices, but it's difficult to compare. The carpet in the kids' area is in need of cleaning and Ms. Elder suggested using Terry's Carpet Cleaning after the mini-golf.

In another matter, Ms. Elder asked about the “active shooter drill” not being in the Disaster Plan. It is in the policy book, but will be added to the Disaster Plan also.

Painting Bid for Building

Ms. Pfister reported that Eric Dhuse has done some work on the bid. She added that Tom Lindblom had brought an example of a bid plan that a company would handle for \$1500. Mr. Walter said that Tim Evans had also offered his help. Ms. Gambro suggested that Alderman Tarulis could ask the City for help and also Mr. Evans. The bid should be done by the end of January and a vendor chosen.

Adopt A Sunday

Ms. Chacon provided updated wage/benefit information for being open on Sunday. It is \$97.05 per hour which does not include cleaning, lighting etc. Ms. Johnson will email to the Board members, a copy of the proposed letter to be sent to possible contributors for Adopt a Sunday. Contributors would have to contact Ms. Pfister to schedule a Sunday and all Sundays From January-May need to be covered prior to publicizing being open.

5K Update

There were 41 participants and many volunteers. Tim Evans will send a check for about \$1,000 along with a list of itemized expenses. Ms. Rodriguez commented that the advertising was not adequate and a separate website should be set up for next time. She also gave a summary of expenses and ideas for improvement for next year. Mr. Walter has a list of the sponsors for use in 2017 and said September 2nd, will be the date. Ms. Rodriguez said a list of upcoming runs needs to be included in the packets. Photos are on the library website.

New Business:

Positive Pay

Mr. Fredrickson said the City has been using a “positive pay” program to prevent check fraud. He explained how the program works and suggested the library may want to use it. The checks would be prepared by the City and signed by City officials prior to approval by the Board. As Treasurer, Ms. Lindblom would continue to be bonded. Ms. Pfister researched the State Statutes and found that in the bi-laws, library officials are delegated to sign library checks. The Board also discussed using this fraud program apart from the City. After discussion, a motion was made by Ms. Johnson to keep the library banking exactly as it is. Ms. Chacon seconded this motion and commented that she had worked with the system and there were difficulties. Ms. Lindblom then called for a vote. A voice vote approved this motion with Ms. LaChance abstaining.

Additional Business: None

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 8:09 pm on a motion by Ms. LaChance and second by Ms. Elder.

Minutes respectfully submitted by
Marlys Young, Minute Taker