

Yorkville Public Library
Board of Trustees
Monday, December 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.

Roll Call:

Barb Johnson-yes, Darren Crawford-yes, Beth Gambro-yes, Russ Walter-yes, Carol LaChance-yes, Susan Chacon-yes (left 8:42pm), Sandy Lindblom-yes, Wamecca Rodriguez-yes (arr. 7:02pm)

Absent: Kate Elder

Others Present:

Library Director Michelle Pfister
Alderman/Library Liaison Seaver Tarulis
Finance Director Rob Fredrickson
Diana, parent of middle school students

Recognition of Visitors:

Guests were recognized by President Walter.

Amendments to the Agenda:

Ms. Lindblom asked to add a discussion on maintenance and Ms. Gambro asked to give information regarding a reading initiative, both for discussion under New Business.

Minutes: November 14, 2016

Ms. Lindblom and Ms. LaChance moved and seconded, respectively, to approve the minutes as presented. Unanimous voice vote approval.

Correspondence:

Library Director Pfister received a thank you note from a patron expressing appreciation of the children's books and family issue books.

Public Comment:

Guest Diana (last name unknown) said middle school Moms were discussing how to address the causes of a recent middle school student suicide. She said there is pervasive bullying in the schools. Ms. Rodriguez said there is much teen depression and access to so much negative information. She shared her knowledge of many of the issues involved and that social media can be a factor. Ms. Gambro said there is a curriculum in school regarding internet safety. President Walter asked what the Library could do and possible solutions included awareness signs, messages on the scrolling TV at the library entrance and a workshop for students and parents. Many different strategies were discussed including the fact that supervision must begin at home. Guest Diana suggested a coffee shop in the library to attract students.

Staff Comment: None

Report of the Treasurer:

Check Register

Treasurer Lindblom said the library is converting to LED light bulbs to lower expenses. She also commented that the fall cleanup, gutter and window cleaning had all been done. The total of the check register bills is \$9,637.60. There were also two payrolls in the month and the total distributions from the summary sheet are \$54,002.50.

Budget Report

Property tax of \$8,533 and development fees of \$4,000 were received and the budget is at 58% of the FY and 91% of the total revenues. The fines were down, but the library did “food for fines”.

Memorials and Gifts

There is \$3,000+ that has come in for mini-golf and \$2,000 is designated for books with the rest for programs.

Cash Statement

Bond payments will be made this month and will reduce the balance considerably. Mr. Fredrickson explained how the bonds are paid and how much.

Ms. Johnson asked why the part-time salaries had decreased considerably in the second payroll period. It was thought to be due to holidays.

Payment of Bills

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

\$19,151.12 Accounts Payable

\$34,851.38 Payroll

\$54,002.50 TOTAL

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

Report of the Library Director:

Library Director Michelle Pfister reported the following:

1. Presented stats for month
2. Displayed Yorkville booklet containing library article and *VOICE* newspaper which published programs at library
3. Many mini-golf meetings have been held, over \$3,000 given by sponsors
4. Friends asked Michelle to thank Board for assistance with mini-golf preparations
5. Luncheon was held for staff
6. 20 people attended the “Mudslinging” event
7. Joanne Matlock contributed \$36 for large print book
8. Profit of \$240 for 5K run
9. Presented a new list of Board members
10. “Birthday cake” used in 100-year celebration was advertised on system website and is now a traveling birthday cake
11. Baking books were chosen to honor former Board member Jo Ann Gryder and one book was dedicated to her granddaughter

City Council Liaison

Alderman Tarulis announced Alderman Kot is resigning effective December 31. He also said the City Council had completed their goal-setting for the year and the library is included in an audit of all city buildings. A study will be done in 2017/2018. Mr. Fredrickson added that the library levy vote will be taken on December 13.

Standing Committees:

A list of standing committees is included in the meeting packet. It was noted the next budget will be approved in April and Mr. Fredrickson will send a template.

Unfinished Business:

Update on Cost Cutting

This is tabled since Board member Kate Elder is absent.

Painting Bid for Building

Revisions are still needed in the painting bid. Dates were changed to reflect a close of bids on January 31, 2017. Ms. Lindblom also raised several questions. She said a 90-day period is needed for when prices are effective and should be valid until the end of April. It was suggested to make the closing date at the end of February to move the 90-day period into May when painting could be done. Ms. Lindblom also said the Library Board is not mentioned in the contract. There were many other concerns: paint color, primer, number of coats, exact areas to be painted, Hardie siding, to whom questions should be directed, licensing/bonding and other details.

Ms. Gambro suggested hiring a consultant to oversee this project because of the many questions being raised and Mr. Walter asked if Mr. Lindblom would assist. Mr. Walter will contact Mr. Lindblom and input will also be needed from the Public Works Director. Ms. Johnson suggested a committee be formed and that the old records be reviewed. A revised contract is needed by January and all Board members are encouraged to bring forward any wording changes for the bid. The notice must be published for 30 days in a daily paper and a CD or flash drive of the bid notice will also be available.

Adopt a Sunday

Ms. Johnson moved and Ms. Lindblom seconded a motion to withdraw the letter to sponsors requesting support for Sunday hours. Unanimous voice vote approval.

Fundraising Option for the Library

Ms. Gambro mentioned that some of the schools use this program and the library might be competing. Ms. Lindblom said the Board should not be involved with fundraising which the Friends already do. Ms. Rodriguez suggested that this option be made known to the Friends and the Board's wishes to be open on Sundays. Adding a half hour at the beginning and the end of each day was suggested. A recent survey showed a need to be open longer and this should be included in budget discussions. This option will be tabled at this time.

Ordinance Regulation Reimbursement of Expenses

The library attorney had previously suggested the Board should adopt a policy regarding reimbursement for travel. The Board discussed this topic last month and a motion was made at this meeting by Ms. Johnson and seconded by Ms. LaChance to accept the policy as presented. The effective date in the policy needs to be changed. There was also discussion about the cost for dinners

when traveling and it was decided to use \$22 as the amount.

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

New Business:

Maintenance

Ms. Lindblom said the library may need a part-time maintenance person to relieve Ms. Pfister from many maintenance items she does. A job description would be needed and there should be discussion during budget talks. Ms. Pfister was asked to draft a list of tasks and amount of time for a handyman prior to any decision. A part-time IT person was also mentioned as being a higher priority than a handyman. This will be included on the January agenda.

Reading Initiative

Trustee Gambro presented information regarding a reading initiative in the middle school for next year entitled "One Community Reads". It is in the early planning stages and may involve activities in the City. It has been done in Naperville and Plainfield.

Additional Business: None

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 8:51pm on a motion and second by Ms. Gambro and Mr. Walter, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker