

**Yorkville Public Library**  
Board of Trustees  
Monday, June 12, 2017, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

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

**Roll Call:**

Theron Garcia-yes, Jason Hedman-yes, Carol LaChance-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Wamecca Rodriguez (arr. 7:12pm)

Absent: Krista Danis, Kate Elder

**Others Present:**

Dixie DeBord, Director of Technical Services  
Shelley Augustine, Director of Adult Services  
Rob Fredrickson, City Finance Director  
Seaver Tarulis, Alderman/Library Liaison  
Daniel Chacon

**Recognition of Visitors:** Mr. Walter recognized the guests.

**Amendments to the Agenda:**

President Walter asked to discuss a city proposal under New Business and Ms. DeBord asked to discuss interview questions under Standing Committees/Personnel.

**Minutes:** May 8, 2017 and May 31, 2017

Ms. DeBord corrected the titles for her and Ms. Augustine. Ms. Augustine is Director of Adult Services (May 8 minutes) and Ms. DeBord is Director of Technical Services (May 8 and 31 minutes). Also, in the May 31 minutes the arrival time for Ms. Garcia should be 7:03pm.

Ms. Chacon and Ms. LaChance moved and seconded respectively, to approve the May 8 minutes as corrected. Unanimous voice vote approval.

Ms. LaChance and Ms. Chacon moved and seconded respectively, to approve the May 31 minutes as corrected. Unanimous voice vote approval.

**Correspondence:** None

**Public Comment:** None

**Staff Comment:** None

### **Report of the Treasurer:**

President Walter highlighted some of the charges from the previous month including air conditioner repairs and 2<sup>nd</sup> floor window reglazing. Trustee Hedman questioned if preventative maintenance is undertaken for mechanicals, in particular. Since that is currently not being done, President Walter said preventative maintenance should be discussed with Trico or to at least look at the manufacturer requirements.

There were two payrolls in the month. Some property tax was received as well as some fines and subscriber card revenue. President Walter asked if a sample tax bill is still posted since out-of-district subscriber fees are based on their tax bills. Development fees of \$6,100 and memorial funds of \$300 were also received.

### **Payment of Bills**

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

\$31,695.79 Accounts Payable  
\$35,536.97 Payroll  
\$67,232.76 TOTAL

Roll call: Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes. Passed 7-0.

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

Ms. DeBord presented the report.

1. 100 people attended Michelle's retirement party
2. Teen TAG program had 18 teens in attendance
3. The Literacy Center served 24 kids for 2 programs
4. Tots and Toddlers hosted 37 toddlers
5. June/July calendar provided as well as brochure for summer reading program
6. Circulation stats will be presented monthly in spreadsheet for comparison
7. Ancestry database stats will be provided
8. Shelley noted e-newsletter can be subscribed to, it includes any library closures

### **City Council Liaison**

Next month, Mr. Tarulis hopes to have an updated status report on the building study.

### **Standing Committees:**

#### **Personnel**

Ms. LaChance reported on the recent committee meeting regarding the hiring of a new Library Director. She said any Board member wishing to participate in the interview process is welcome, but it was later decided to invite all Board members to second interviews. Trustee Hedman suggested asking library staff to participate in second interviews as well. A list of 21 possible interview questions was presented, reviewed and some revisions were made. President Walter discussed the legalities of posting meetings.

The final job description will be placed in the policy book and Ms. Garcia suggested that the new Director should sign and date the description. The revised job description will include a line for the Director to sign as well as the date the Board approved it before entry into the policy book. Going forward, when policy changes are made, the date will be included.

Ms. Garcia moved to approve the new job description as amended and Ms. Chacon seconded.  
Approved by unanimous voice vote.

Ms. Garcia read a sample letter to be sent to those candidates not considered and they will be sent by email after being signed by Board member(s). Resumes received will be kept by Dixie and Shelley and Shelley is maintaining a spreadsheet of the applications.

It was also decided to post the Director job on ILA at a cost of \$100, which the interim Directors have the authority to spend.

There was also discussion of dates for the interviews as well as the fact that the interviews will need to be held in Executive Session due to the number of Board members in the interviews, constituting a meeting quorum. The meetings must be posted and recorded. Mr. Walter will verify the process with the City Clerk.

**Unfinished Business:** None

**New Business:**

**Nominations of Officers**

The following nominations for officers were made and voting will take place next month:  
President--Russ Walter, Vice-President--Carol LaChance, Treasurer--Susan Chacon, Secretary--Kate Elder. Mr. Fredrickson recommended keeping check-signing ability only with Board officers.

**Inventory Update**

An inventory list was included for the Board. Ms. DeBord said all new library equipment is entered on a list and removed if de-commissioned. This inventory is conducted for insurance purposes.

**City Proposal**

President Walter shared a proposal made by City personnel Tim Evans, Bart Olson and Mayor Gary Golinski. The idea was to integrate the Parks Department and the library with Tim Evans assuming the role of Library Director/Business Manager. The current interim Directors would stay in similar roles as now. Recreation staff (5-6) would move to the library and assist at the front desk and library hours could be increased with extra staff. Parks programming would be integrated with the library. Mr. Walter said the Parks Department currently brings in about \$500,000 in program fees. The action is an attempt to boost the library budget and provide extra staff for increased hours. It was noted that Parks personnel would likely work daytime hours, while present library personnel would work night hours.

Comments from Trustees included: this is not a good idea, library experience is needed, this library is too small for a business manager, not all libraries are run by a Director, money might not be saved because Assistant Director(s) need to be upgraded in pay to compile state reports and assume jobs Mr. Evans would not have time for, State law may not allow this, give Library Director job description to City to determine if this idea would work or if Mr. Evans' time allows, no qualifications for this job, current interim Co-Directors could perform the work, concern for programs being held in historic room and room not available for renting or library programs, more open hours would be a plus, how much time would Parks employees devote to library—50/50 split?, how would salary be paid, taking over the maintenance of the building would be a positive point. It was noted that the Parks Department is currently self-supporting.

After much discussion, Mr. Hedman suggested giving the Job Description to the City and asking for a formal proposal with more details for the next Board meeting and before making a decision.

**Executive Session:**

At approximately 8:18pm a motion was made by President Walter to enter into Executive Session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Ms. LaChance seconded the motion.

Roll call to enter into Executive Session: Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes Passed 7-0

A short break was taken and the session began at 8:21pm.

At approximately 8:39pm, the Board resumed their regular meeting with the following present: Garcia, Hedman, LaChance, Rodriguez, Walter, Chacon, Crawford.

**Additional Business:**

President Walter made a motion to increase the salaries by 15% (retroactively) for Ms. Augustine and Ms. DeBord while they serve as Interim Co-Directors for the library. Mr. Hedman seconded.

Roll call: Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes. Passed 7-0.

**Adjournment:**

There was no further business and the meeting was adjourned at 8:40pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker