

**APPROVED W/ CORRECTIONS 6/12/17**

**Yorkville Public Library**  
Board of Trustees  
Monday, May 8, 2017, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

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

**Roll Call:**

Darren Crawford-yes, Russ Walter-yes, Carol LaChance-yes, Susan Chacon-yes, Wamecca Rodriguez-yes

Absent: Jason Hedman, Kate Elder, Krista Danis, Theron Garcia

**Others Present:**

Michelle Pfister, Library Director  
Rob Fredrickson, Finance Director  
Tom Lindblom, Consultant for Painting of Library  
Sue Smithmeyer, President, Friends of the Library  
Shelley Augustine, *Director of Adult Services*  
Dixie DeBord, *Director of Technical Services*

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

**Amendments to the Agenda:**

Mr. Walter asked to move forward the Painting Bid after Staff Comment.

**Minutes:** April 10, 2017

Ms. LaChance moved and Mr. Crawford seconded the motion to approve the minutes as presented.  
Unanimous voice vote approval.

**Public Comment:** (out of sequence)

Ms. Smithmeyer presented invitations for Ms. Pfister's retirement open house.

**Correspondence:**

Ms. Pfister said a letter was received from the Secretary of State notifying the library of the per capita grant award in the amount of \$13,138.14. Last year the money was not received until June.

**Staff Comment:** None

**Unfinished Business:** (out of sequence)

**Painting Bid for Building**

Mr. Lindblom said five bids were received and were opened on April 18. BP&T Co. of Mt. Prospect was the low bidder at \$25,800. He asked the winning bidder for references and evaluated the responses. He suggested a pre-construction meeting be scheduled in the coming week to discuss bonding, insurance, work hours, storage of equipment, prevailing wage, etc. Mr. Walter made a motion to approve the lowest qualified painting bid of \$25,800 submitted by BP&T. Ms. Rodriguez seconded the motion.

Roll call: Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes, Crawford-yes. Passed 5-0.

**Report of the Treasurer:**

President Walter presented the highlights.

**Check Register**

A recent water test was a state requirement, fire extinguishers were tested, there were 2 payroll periods, a large Trico bill for \$2,915 will come next month.

**Budget Report**

Property taxes have all been received now, discussion of 9% corporate tax which comes from Illinois corporations, State grant came in June of last year.

**Cash Statement**

Memorials and Gifts funds were used to pay for "Constant Contact" which provides the e-mail newsletter. Mr. Walter noted there is ample money to pay for the painting and the bills.

**Payment of Bills**

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

\$20,287.09 Accounts Payable  
\$35,644.48 Payroll  
\$55,931.57 TOTAL

Roll call: LaChance-yes, Chacon-yes, Rodriguez-yes, Crawford-yes, Walter-yes. Carried 5-0.

**Report of the Library Director:**

1. Ms. Pfister presented the library statistics including 83 new patrons, 381 new items
2. Parks & Rec catalog has list of events for library
3. Ms. Pfister listed current programs offered, one teacher brought class to study at library
4. Personnel conducted schools tours and explained summer programs
5. Lego workshop held
6. Memorials for Kay Livingston and Jeaness Medin were received
7. Custodian fell, first time workman's comp is being used

**City Council Liaison** No report

**Standing Committees:** No report

**New Business:**

**Director's Retirement**

**Appoint an Interim Director**

President Walter said the Friends of the Library are having an open house on May 19 to honor Ms. Pfister and City Council will honor retiring Board members on May 23. Ms. DeBord and Ms.

Augustine will act as Co-Interim Directors until a permanent replacement is found. Mr. Walter made a motion to formally appoint them and Ms. Chacon seconded the motion. Unanimous voice vote approval. The Board will discuss compensation for the two co-directors at the next meeting.

The Board briefly discussed sample library director job descriptions. Ms. Willrett, Interim Assistant City Administrator, also compiled a salary survey of directors in the area. The job will be posted in several areas, including the RAILS website. Mr. Walter said former Board member Judy Somerlot is willing to assist since she has extensive library experience and new Board member Krista Danis has her Master's of Library Science. Ms. Rodriguez said the personnel committee should draft a job description to present to the Board and the Board will decide the salary. President Walter encouraged all trustees to participate in the selection process. It was also noted that someone serving on the Board cannot also be the librarian.

### **State Report**

A copy of the report was given to the City and one was retained for the library. It contains statistics for the year. Ms. Pfister noted that former Board members Barb Johnson and Sandy Lindblom are named on the report since they were still on the Board at the time.

### **5K Race Time Fee \$750**

President Walter said the committee has met and there is information in the packet. Race Time will provide registration this year due to complaints about the registration process last year. They will charge \$450 for timing, clocks and setup and they will also handle credit card transaction charges. A list of possible sponsors has been compiled, website has been created and information will be placed on the library website. There will be three levels of sponsorship and three age groups. The race date is September 2. Tim Evans of the Parks Department has offered his assistance and Ms. Rodriguez said the YMS cross country will volunteer that day.

A motion was made by Ms. LaChance to approve a budget for race preparation not to exceed \$750. Ms. Chacon seconded and a roll call vote was taken: Chacon-yes, Rodriguez-yes, Crawford-yes, Walter-yes, LaChance-yes. Passed 5-0.

The library will print advertising fliers and will include a QR code and link. The sponsorship deadline is July 31<sup>st</sup> and Mr. Walter will be the point person.

### **Additional Business:**

Mr. Walter said selection of Board officers must be made next month.

### **Executive Session:** None

### **Adjournment:**

There was no further business and the meeting was adjourned at 8:01pm on a motion by Ms. LaChance.

Minutes respectfully submitted by  
Marlys Young, Minute Taker