

**APPROVED 2/12/18**

**Yorkville Public Library**  
Board of Trustees  
Monday, January 8, 2018, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:02pm by President Russ Walter and a quorum was established.

**Roll Call:**

Susan Chacon-present, Darren Crawford-present, Krista Danis-present, Theron Garcia-present, Jason Hedman-present, Carol LaChance-present, Wamecca Rodriguez-present, Russ Walter-present

Absent: none

**Others Present:**

Elisa Topper-Library Director, Shelley Augustine-Director Adult Services, Dixie DeBord-Director Technical Services, Sharyl Iwanski-Circulation Manager, Jackie Milschewski-Library Liaison

**Recognition of Visitors:**

President Walter recognized all guests.

**Amendments to the Agenda:**

The city's sexual harassment policy will be approved January 9 by City Council and it was decided that the Library Board would also approve it at this meeting.

**Minutes:** December 11, 2017

Mr. Hedman moved to approve the minutes and Ms. Garcia seconded. Unanimous voice approval.

**Correspondence:**

Ms. Topper said kids in the youth services department made cards for hospitalized children and some will be made for Valentine's Day as well. Mr. Walter said a Christmas card was received from the library e-rate consultant.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Ms. Chacon presented the monthly report and said most of the property tax has now been received and the outside repair and maintenance continues to be above budget. She summarized some of the bills that were paid. Ms. Topper had sent a report on the air handler issues and also questioned the cost difference of the cleanup last fall vs. this fall. President Walter noted the property tax budgeted was almost the exact amount that had been received.

### **Payment of Bills**

Trustees Jason Hedman moved and Krista Danis seconded, to pay the bills as follows:

\$19,999.94 Accounts Payable

\$52,502.52 Payroll

\$72,502.46 Total

Roll call: Crawford-yes, Danis-yes, Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter- yes, Chacon-yes

Motion carried 8-0

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

Ms. Topper said her first 90-days has passed as Library Director. She compiled a report of her accomplishments and the goals for the next six months. The only item not completed is the IGA which is in process. She said she is now including “facilities management” on her report. She said she had a meeting with Mr. Olson on December 18. She also contacted 4 Illinois libraries that have agreements with the schools. She would like to work with Mr. Shimp from the school district and has gotten ideas from the other libraries on starting the process. Ms. Topper reported the library did not get the science grant that she had applied for. Also noted, was a medical emergency in the library. She commended Sharyl and Dixie for their actions to assist. As a result, library employees will refresh their first aid skills and advanced training such as CPR and AED-use will be available to those employees who wish to take it.

### **City Council Liaison**

Ms. Milschewski confirmed the IGA is in process at the city hall.

### **Standing Committees:**

#### **Personnel**

The Personnel committee will meet to conduct the Director's performance review.

#### **Finance**

In the near future, the Finance Committee will meet to discuss the upcoming budget.

#### **Policy**

All Board members should review the Policy book and note any needed changes. Mr. Walter said library policies should be posted on the website when they are finished.

### **Unfinished Business:**

#### **Update on the Intergovernmental Agreement**

Ms. Topper said the city attorney is making some revisions and the policy should be returned to her this week. She hopes when the policy is returned it will be review-ready for the Policy Committee and the the Board. Ms. Topper also said the Mayor signed a proclamation for the mini-golf fundraiser.

#### **Per Capita Grant Requirement--Board By-laws**

President Walter said all Board members needed to review the by-laws from the policy book as part of the per capita grant process. Ms. Danis suggested a change be made to the policy regarding the required notice when a Board member resigns or is repeatedly absent from the meetings. An update to the by-laws will be made at the policy committee meeting within 30 days.

### **New Business:**

#### **Approve Sexual Harassment Policy**

The library attorney forwarded a version of this policy from the ILA. Trustee Rodriguez raised questions about how the library would handle such a situation. Ms. Hedman moved to send the policy

to the Policy Committee for review and Ms. LaChance seconded. Unanimous voice vote approval.

### **Fire Alarm Panel Proposal**

Director Topper attempted to obtain other proposals to replace the fire alarm panel, however, the panel is out of date and other companies will not submit a bid. She will try to get the current price proposal of \$3,970 reduced. If there was no panel, the Fire Department would have to be paid to silence the alarm on each occurrence. President Walter moved to approve the replacement cost of the fire alarm control panel, connections and labor not to exceed \$3,970 and Ms. Chacon seconded the motion. Roll call: Danis-yes, Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes. Carried 8-0.

### **Outside Lights Repair Proposal**

The library sign and one parking lot light are currently not working due to the driveway being moved and the electric feed being destroyed. Ms. Topper sent a repair proposal to Mr. Olson and staff to see if city staff can help. Correct Electric also examined the problem. Since it is not urgent, this item will be tabled until next month to await the city's reply.

### **Book Collection-Christian Fiction Labels**

Ms. Topper wished to re-discuss the recent monetary donation for Christian fiction books and actions taken following the purchase of 24 books. As a compromise, the library placed 'cross' labels on the book spines rather than reserving a separate section for the books.

In a related incident, a patron/city resident voiced concern that there were no Hindu fiction books and that he had an issue with the cross labels placed on the Christian fiction books. Staff discussed the library policy with him and a complaint form from the policy book was given to the patron, however, it was not returned. Staff encouraged the patron to attend the Board meeting and the patron also contacted the Mayor.

The Board had a lengthy discussion regarding this issue. Mr. Hedman said an individual has a right to be involved or not involved with religious items. He asked what the library policy is for requesting labeling of religious materials and said the policy committee should review this. It was noted this is the first time the cross label was used on books at the library. Ms. Danis pointed out that the Library of Congress does not necessarily recognize the subject heading. She added that parts of the Yorkville population are diverse and that the library must be consistent with all religions. Mr. Crawford said this library represents the community and that Christian fiction and the labeling is no different than religious symbols seen at Christmas. Mr. Hedman said the question to be considered is why would the library listen to one patron requesting labeling and not listen to the other person complaining. He said the law must be followed. After many comments from Board members, it was decided to move this item to the Policy Committee for further consideration. Mr. Hedman moved to obtain legal feedback and interpretation of the law prior to the committee meeting and President Walter seconded the motion. Unanimous voice vote approval. Ms. Topper will send an email to the library attorney.

### **Executive Session:**

At approximately 8:10pm, a motion was made by Ms. Chacon to enter into Executive Session for the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. The motion was seconded by Mr. Crawford.

Roll call: Garcia-yes, Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes Motion carried 8-0.

The Session began at 8:12pm, concluded at approximately 8:27pm and the Board returned to regular session at 8:28pm.

**New Business cont.:**

**Release of Executive Session Minutes**

Following the review of the Executive Minutes, President Walter moved and Mr. Hedman seconded a motion to keep sealed all of the minutes in Packet #2 and also to keep sealed the following minutes from Packet #1: September 14, 1987, July 15, 1988, August 8, 1988, July 8, 1991, April 10, 1995, June 13, 2011, August 11, 2014, June 24, 2017 and June 26, 2017. The remainder of the minutes from Packet #1 will be released. Approved by unanimous voice vote.

**Adjournment:**

There was no further business and the meeting was adjourned at 8:29pm on a motion by Mr. Walter and second by Ms. LaChance. Unanimous voice vote approval.

Minutes respectfully submitted by  
Marlys Young, Minute Taker