

Yorkville Public Library
Board of Trustees
Monday, February 12, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call: Theron Garcia-present, Jason Hedman-present, Carol LaChance-present, Wamecca Rodriguez-present, Russ Walter-present, Krista Danis-present

Absent: Darren Crawford, Susan Chacon

Others Present:

Library Director Elisa Topper, Technical Services Director Dixie DeBord, Circulation Manager Sharyl Iwanski

Recognition of Visitors: President Walter recognized the library staff present.

Amendments to the Agenda: None

Minutes: January 8, 2018 and January 29, 2018

Mr. Walter noted a change in the January 29 minutes. Under Inter-governmental discussion, #8, Park District should read "Parks Department". A motion was made by Ms. LaChance and seconded by Ms. Garcia to approve the January 29th minutes with the correction and the January 8th minutes as presented. Voice vote approval.

Correspondence:

Ms. Topper received a note with \$2.00 from a young man who was allowed to stay in the library foyer out of the cold, after hours, to wait for his ride. Ms. Topper saw him another day, thanked him and returned his money. The Police Department has agreed to allow teens to wait in their foyer after library closing hours.

Mr. Walter also noted the library's letter to the editor, thanking the Kendall County Sheriff's Department for the visits with their retiring police dog Taz. He also mentioned the *Beacon News* article about the inter-governmental agreement and the mini-golf fundraiser.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

The report was presented by President Walter. The budget is at 75% of the year and 65% of the budget has been used. On the upside, the library received 178% of the projected development fees. A large bill was received from Trico and sizable bills are expected next month from the attorney and for the fire

panel. Many books and other media have been purchased with memorial funds.

Payment of Bills

A motion was made by Trustee Hedman and Trustee Garcia seconded, to pay the bills as follows:

\$32,807.10 Accounts Payable
\$31,944.06 Payroll
\$64,751.16 TOTAL

Roll call: Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Danis-yes, Garcia-yes
Motion carried 6-0.

Report of the Library Director:

1. Director Topper reported the following: She was able to negotiate a price reduction for an emergency service call for elevator for 33% less than originally charged (from \$2,122 to \$1,400). The door had come off the track.
2. Staff members are working on re-design/marketing/branding of library card. Thanked Sharyl and Dixie for their work and sample should be available next month. Different cards to be used for residents and non-residents.
3. Attended Prairiecat seminar in Malta.
4. Friends had great mini-golf event! In last 5 years, total of \$22,757 was made from event and \$5,656 for 2018. They have held 9 books sales with a profit of \$41,841. Overall the Friends' contribution from these events total \$64,598. She commended Friends' group.

City Council Liaison No report

Standing Committees:

Policy

Discussed in the Executive Session.

Unfinished Business:

Update on the Inter-Governmental Agreement

The Board discussed the following points:

1. Two library Board officers will sign library-related checks. The word "Treasurer" should be deleted from the agreement.
2. Parks & Rec requested an annual schedule of library rental space in relation to catalog they distribute. Discussed groups who now use the Michelle Pfister Meeting room on a regular basis. Board will provide Tim Evans a 6-month calendar of room use, wish to keep room open for income-based groups. Ms. Topper will contact Mr. Evans regarding the Parks schedule and Board hopes for a 30-day leeway for scheduling the room. Suggestion to include language to accommodate unplanned events and keep some days open. The IGA will be forwarded to the Administration Committee meeting on February 21st and Board would like a meeting with city administrators.
3. Parks and Rec plan 1 year in advance, while library plans 2-3 months. To compromise, library will try to plan 6 months in advance.
4. Circulation manager commented on need for experience for front desk and it is not possible to put volunteers in that role without breaking privacy rules, consortium rules etc.
5. The two parties need to agree on finances, budget, cost of services, and other items. Some

services in Mr. Olson's memo are not included in the IGA. Need to list all services and details.

6. Discussed utility payments—electricity paid under franchise agreement. Library does not pay for sewer and water
7. Board discussed the city request to pay for services if the library Operations Fund Balance is at 100% of its expenditures. A fee schedule is needed so the city can determine payment.
8. The building maintenance and improvement costs needs to be specified as to who is responsible. Was decided to send a recommended list of maintenance and improvements needed inside and outside the library each December.
9. Board will request mowing, landscaping and snow removal services
10. Board will be open to discuss any IGA changes with city administration

After discussion concluded and the edited language was agreed upon, Mr. Hedman made a motion to send an amended IGA to the City Council. Ms. Danis seconded the motion and there was a unanimous voice vote approval. Ms. Topper will make the changes as specified.

Approve Sexual Harassment Policy

No changes were made and Mr. Hedman moved to approve the policy as presented. Mr. Walter seconded the motion and it was carried on a unanimous voice vote.

Update on Fire Alarm Panel/Parking Lot Lights

Ms. Topper reported the alarm panel has been installed and the bill was reduced by \$200. Wiring has now come in for the lights, but the snow has delayed installation.

New Business:

Approve Revised Bylaws

The policy committee approved a change for Board vacancies. If a Board member has not attended a meeting for 6 months (rather than 1 year), a vacancy will exist. A motion was then made by Ms. Garcia and seconded by Ms. LaChance to approve the bylaws as amended. Unanimous voice vote approval.

Approve Revised Collection Development Policy

Christian Fiction shall be known as Religious Fiction per the library attorney. A section “E” has been added to the policy. Ms. Rodriguez moved and Ms. Danis seconded a motion to approve the amended Collection Development policy. Unanimous voice vote approval.

2018 Bookit 5K

After a brief discussion, it was decided to put this race on hold at this time for various reasons. Ms. Rodriguez suggested some sort of alternative fundraising. Ms. LaChance made a motion to put the 2018 Bookit 5K race on hold and Mr. Walter seconded. Unanimous voice vote approval.

Additional Business: None

Executive Session:

At approximately 8:23pm, President Walter made a motion to move into Executive Session for the appointment, employment, compensation, discipline, performance 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. Danis seconded the motion. Roll call: LaChance-yes, Rodriguez-yes, Walter-yes, Danis-yes, Garcia-yes, Hedman-yes
Motion carried: 6-0

The Session concluded at 8:56pm on a motion by Mr. Walter and second by Ms. LaChance.

New Business cont.

Following the Executive Session, the Board recommended to compile the Director evaluation survey results more accurately and provide the results to Ms. Topper to assist her progress for her 6-month evaluation. Ms. LaChance and Ms. Garcia will meet with Ms. Topper to review the results.

Adjournment:

There was no further business and the meeting adjourned at 8:57pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker