

Yorkville Public Library
Board of Trustees
Monday, June 11, 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 call was taken and a quorum was established.

Roll Call:

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

Absent: Theron Garcia

Others Present:

Elisa Topper-Library Director, Sharyl Iwanski-Circulation Manger, Jennette Weiss-Youth Director, Carol Morris-Friends of the Library, Ryan Forristall of Raintree Village, Dan Chacon, Tony Scott-*Kendall County Record*, Tyler Bachman-WSPY, Linda Girardi-*Beacon News*

Recognition of Visitors:

President Walter recognized the staff and visitors.

Amendments to the Agenda: None

Minutes: May 14, 2018 and May 22, 2018

Mr. Crawford moved to approve both sets of minutes as presented and Ms. LaChance seconded. Unanimous voice approval.

Correspondence:

Three pieces of correspondence were mentioned: A letter was received from the State's Attorney's office regarding a resolution to a recent Open Meetings Act violation. A letter was also received from Plano High School which thanked the library for allowing two senior students to volunteer their time. Ms. Topper also noted several numerous newspaper articles in the agenda packet.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Ms. Chacon said it's the first month of the new fiscal year and property taxes have been coming in. Director Topper also had a large bill for Cambria for custodial supplies.

Payment of Bills

A motion was made by Mr. Hedman and seconded by Ms. Rodriguez to pay the bills as follows:

\$22,833.59	Accounts Payable
\$35,729.84	Payroll
\$58,563.43	Total

Roll call: Hedman-yes, LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes. Motion carried 7-0.

Report of the Library Director:

Director Topper presented some highlights from her monthly report:

1. Obtaining additional quotes for carpet cleaning, hope to schedule for a Sunday in August.
2. Got quote for malfunctioning DVD recorder replacement for security camera, will replace later, functioning now.
3. Next strategic planning session scheduled with staff, Jason Hedman will coordinate.
4. Initiated "museum pass" for area attractions such as Brookfield Zoo and others. Must have library card to participate.
5. Staff and Director rotating duties due to vacations and other absences.
6. Reports submitted by Ms. DeBord and Ms. Augustine for recent conference they attended.
7. Seeking quotes for projection system for the meeting room, Friends to purchase for the fall.

City Council Liaison No report

Standing Committees:

Personnel

President Walter said the Personnel Committee will meet on on Monday, June 18th at 7pm for resolution of the recent Open Meetings Act violation. Mr. Walter read a statement regarding this violation. (See attached). He referred to a letter in the packet from the State's Attorney for the three necessary steps to resolve this matter.

Unfinished Business:

Update on the Open Meetings Violation

(See above under Standing Committees).

Update on the Strategic Plan

Trustee Hedman gave an update on the strategic plan meeting with library staff and said great input was received. He re-stated the objectives that had previously been developed by the Board, summarized input from the staff and said they placed great emphasis on technology and safety protocols. Mr. Hedman made a motion to approve the goals as outlined in the Strategic Objectives and Mr. Walter seconded. Unanimous voice vote approval. The staff will meet this week to discuss Mission and Values and it will be brought back to the Board.

Approve Daikin Maintenance & Inspection Agreement

Daikin has agreed to a one-year contract rather than three years and Ms. Topper discussed the four inspections per year with them. She noted an emergency call was made to Trico last week for cottonwood seeds clogging the filters. Mr. Walter made a motion to move forward with the agreement at \$745 per quarter/\$2,980 per year for one year and Mr. Crawford seconded. Mr. Hedman said he wants the language for an automatic contract renewal removed. The emergency coverage will not be approved as part of the contract and the contract will be reviewed after one year.

Roll call vote: LaChance-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Hedman-yes. Carried 7-0.

IGA/City Relations-Open Dialogue

Mr. Walter noted city officials were invited to this meeting for dialogue regarding the IGA, however, there was no one in attendance.

New Business:

Approve Online Reservation System Software & Associated Fees

Ms. Topper said this is one of the goals for implementation. The cost would be \$795 year with the RAILS discount and would allow patrons to register for programs on line and through a mobile format. She said most libraries have this ability. There would also be a cost for the Weblinx tech to install the software from Demco. Ms. Weiss commented that the patrons will appreciate the on-line program. The Friends have graciously been paying the program costs and families no longer have to come in to pay for materials, etc.

Mr. Walter noted an offer from Weblinx for \$400 a year was received to host the library website while Go Daddy charges \$400 for 10 years. The domain registration expires in 2024.

Mr. Topper also said the website has been slow and it was thought that area road construction may have affected this. There was discussion of what has been lagging. Ms. Topper was asked to contact Weblinx regarding a proposal for the cost of optimization and modernization.

President Walter moved to approve the purchase of the Demco software at \$795 for a year and Mr. Hedman seconded.

Roll call: Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Hedman-yes, LaChance-yes. Carried 7-0.

Water Testing

Ms. Topper said Public Works evaluated the water heater regarding the recent brown water. The water heater was emptied and the situation has improved. It was recommended to run the water for 10 minutes each week which Ms. Topper has instructed the custodial staff to do and the city has added the library to their monthly water testing schedule. As a result of this improvement, Ms. Topper said she will not get quotes for remediation at this time.

Review the Emergency Procedures and Safety Plan

The Policy Committee will hold a meeting to discuss.

Nomination of Officers

Mr. Walter noted the current slate of officers and said other nominations can be made at the next meeting as well. Ms. Rodriguez nominated herself as Secretary. It was noted that the Mayoral Board re-appointments have not yet been made.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 7:49pm on a motion by Mr. Walter and second by Ms. LaChance.

Minutes respectfully submitted by Marlys Young, Minute Taker

I would like to take a minute to address the recent articles about the open meetings act violation that I reported to the Deputy City Clerk, Lisa Pickering. The violation was because of a personnel committee meeting that was held on April 24 at 6pm. Due to an oversight and miscommunication the meeting agenda was not posted. We discovered this AFTER the meeting had concluded.

This meeting was to address a personnel issue in closed session. The discussion we had after the employee issue was concluded, after reviewing the recording outlined by the SA's office, was determined should have been in open session.

We have worked with the SA's office on a resolution to this situation and will release the 11 minutes that should have been in the open session as part of the open session minutes.

We were not spending money as a committee nor approve spending money. No final action was taken on the issues discussed. We were not trying to hide anything. To classify this as "damaging the credibility of the Library Board" is unfair. We, the Library Board of Trustees, have always been open and transparent in all our meetings. If we were trying to hide anything we could have made the recording disappear. But we chose to do the correct and legal thing to report the problem and do what is required to resolve the situation.

The Library Board has always had the integrity and standards to take the appropriate actions for the Library and the taxpayers of Yorkville. We will always perform our duties in an open and lawful manner. Mistakes happen, and we learn from them. We will resolve the problem and take appropriate action so the problem does not happen again and move forward.

The mission, although not the official mission statement, of the Library Board is to improve the services that the Library offers and to maintain the highest value for the residence and the tax dollars they pay to the Library.