

**Yorkville Public Library**  
Board of Trustees  
Monday, August 13, 2018, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

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

**Roll Call:** Wamecca Rodriguez-present, Susan Chacon-present, Darren Crawford-present, Krista Danis-present, Theron Garcia-present, Jason Hedman-present

Absent: Russ Walter, Carol LaChance

**Others Present:**

Library Director Elisa Topper, Technical Services Director Dixie DeBord, Youth Services Director Jennette Weiss

**Recognition of Visitors:** President Crawford recognized the library staff present.

**Amendments to the Agenda:** None

**Minutes:** July 9, 2018 (2 sets)

Ms. Danis moved and Ms. Garcia seconded the motion to approve both sets of minutes: July 9, 2018 Personnel Committee and July 9, 2018 Board of Trustees meeting. Voice vote approval.

**Correspondence:**

Ms. Topper referred to two newspaper articles which were included in the agenda packet.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Ms. Chacon said the travel and lodging expenses have exceeded the budget due partly to the ALA conference which had been approved. The budget is also over in purchase of books, however Ms. DeBord said there was a grant for the books. Development fees have come in and a state grant was received. Ms. Topper noted that department heads have credit cards and the city encourages use of the cards to receive rebates.

**Payment of Bills**

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

\$30,528.83 Accounts Payable  
\$36,529.56 Payroll  
\$67,058.39 TOTAL

Roll call: Rodriguez-yes, Chacon-yes, Crawford-yes, Danis-yes, Garcia-yes, Hedman-yes. Passed 6-0.

**Report of the Library Director:**

Ms. Topper reported the following:

1. HVAC system malfunctioned/chiller went out on Sunday, alarm sounded and was reset.
2. Board roster has been revised.
3. Volunteers needed for ice cream social on September 15. Check for \$100 was received from Casey's to be used for ice cream.
4. Viking program was held for 3 days, 90 kids attended, Viking boat in front of library. Program run by former Board member Barb Johnson and also Connie Kross.
5. Attended Casey's grand opening. Casey's will donate refreshments through grant for Santa's storytime.
6. Received per capita grant for last year \$13,000+ and for next year up to \$21,151.
7. Visited Board members in medical facilities.
8. Hired new staff member.
9. Implemented staff group email.
10. Director was approached by resident with knowledge of person who had stolen a bike from the front of the library, bike was recovered and is now being held for evidence.
11. Met with copier rep, 3 copiers are over 10 years old and at least 2 should be replaced next year. Will examine both purchase and lease options.
12. Friends approved \$3,300 for a new projection system for the Michelle Pfister Meeting Room.
13. Provided 3 months of stats for adult computer use.

**City Council Liaison** No report

**Standing Committees:**

**Policy**

President Crawford noted that the Policy Committee had met and several items will be discussed in New Business.

**Unfinished Business:**

**Update on the Open Meetings Violation**

Director Topper said a letter was drafted to State's Attorney Ms. Leslie Johnson on July 11th and hand-delivered the following day.

**Update on the Strategic Plan**

**Approve Mission and Values Statement**

Mr. Hedman met with staff in June to begin a draft of a Mission Statement and Values after reviewing the previous versions. He read the Mission Statement and Values they compiled based on their experiences and the two drafts were reviewed by the Board. Ms. Danis commented that two of the Values were similar and cultural diversity should be represented. Other Board members agreed and appropriate language was discussed. Language agreed upon was: "We are committed to serving all patrons of our diverse community." Board members said a separate meeting is needed to compare Board and staff input for a final version. Mr. Hedman asked all Board members to prepare for a 'wordsmithing' meeting and to focus on what is missing and what needs to be changed. This item will be discussed again next month under Unfinished Business.

**New Business:**

**Approve Carpet Cleaning Company**

Ms. Topper said the carpet was cleaned 18 months ago and most libraries do it twice a year. She recommended cleaning after the ice cream social and the cleaning is done after hours.

Ms. Topper obtained 4 quotes for cleaning. One of the cleaners uses the "extraction" method in high

traffic areas. Ms. Topper will determine if the other companies also use this method. Mr. Hedman raised a concern of moisture in the air and how it might affect the books. It was noted that cleaning the upholstery is extra. This matter will be tabled until the next meeting so Ms. Topper can gather more specifics on the many questions raised. She will be meeting with the Facility Managers Group and will ask their opinions on preferred companies.

#### **Approve Electronic Participation at Meetings Policy**

President Crawford said the Policy Committee had met and established a draft policy for meeting participation when a Board member cannot physically be present. Ms. Danis questioned why electronic participation would not be considered part of the quorum. Ms. Topper said the attorney had presented the language and also said the approval of these participants must be done at each meeting. The Board discussed various methods of electronic participation including 'conference bridges' and Ms. Topper will enlist the help of the tech person. Ms. Danis moved and Ms. Garcia seconded the motion to approve the electronic participation policy. Approved on a unanimous voice vote and the revised policy, including language regarding monthly approval of electronic participation will be brought to next month's meeting.

#### **Approve Revised DVD Policy**

Proposed changes include no fee for DVD rentals and patrons will be allowed one renewal of DVD's excluding new ones. This would become effective September 1. Ms. Danis made a motion to approve changes to the DVD policy eliminating DVD rental fees. Mr. Crawford seconded and the motion was carried unanimously on a voice vote.

#### **Approve Board Borrowing Policy**

The revisions would include allowing a library card for all Board members (excluding households) and they would not be charged overdue fees. Motion to approve by Susan Chacon and second by Theron Garcia. Approved on a unanimous voice vote.

#### **Approve Revised Meeting Room Policy**

The policy would allow the rental for profit of the Michelle Pfister Meeting Room and a \$25 cleanup charge would be added when refreshments are served. Rentals would be for businesses only. Motion by Ms. Garcia to approve the revised meeting room policy and second by Ms. Danis. Approved on a unanimous voice vote.

#### **Roof Gutter Covers Proposal**

Mr. Walter had asked the Board to look into gutter covers for the library. The cost would be approximately \$40,000. In comparison, a recent yearly cleaning of the gutters was \$1,200 and the Board decided the covers were cost-prohibitive.

#### **Disaster Plan Review**

This item will be tabled to next month so Ms. Topper can obtain samples of Safety and Disaster Plans. She will also find out if the city has a Disaster Plan.

**Additional Business:** None

**Executive Session:** None

#### **Adjournment:**

There was no further business and the meeting adjourned at 8:09pm on a motion by Ms. Garcia and second by Ms. Rodriguez.

Minutes respectfully submitted by  
Marlys Young, Minute Taker