

Yorkville Public Library
Board of Trustees
Monday, September 10, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:02pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call: Susan Chacon-yes, Darren Crawford-yes, Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes

Absent: Carol LaChance

Others Present:

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski, Youth Services Director Jennette Weiss, City Liaison Jackie Milschewski, Boy Scout Daniel Chacon

Recognition of Visitors: President Crawford recognized the newly appointed Board member, Ryan Forristall, as well as library staff and others present.

Amendments to the Agenda: None

Minutes: August 8, 2018 and August 13, 2018

Mr. Walter moved and Ms. Garcia seconded the motion to approve the minutes as presented for the August 8th Policy Committee and August 13th regular Board meeting.

Roll call: Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes. Carried 8-0.

Correspondence:

Ms. Topper said the correspondence was also in her Director's report and included checks from Sundown Lighting Solutions for recent musical entertainment, from Casey's and Meadowvale for ice cream social, Roberts Family Foundation to upgrade the microfilm reader and Sons of Norway from the Viking program. Thank you letters were sent.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Treasurer Chacon reported a large amount of property tax and development fees received. She questioned the huge increase in operating supplies thought to be custodial supplies. Ms. Topper will contact the Finance Director for details.

Payment of Bills

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

\$23,280.49 Accounts Payables

\$37,670.48 Payroll

\$60,950.97 TOTAL

Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes. Carried 8-0.

Report of the Library Director:

Director Topper reported the following:

1. Problem with HVAC system again, parts ordered and installed.
2. Ice cream social September 15th featuring a band & children's activities, hope to make annual event, Meadowvale donated ice cream thanks to Mayor.
3. Fire alarm panel activated, batteries replaced and should last 5 years.
4. Law firms contacted Director regarding rental of room for depositions.
5. State report regarding inter-library loans due in March, have already submitted.
6. Updating disaster plan and collecting copies of maintenance plans from other libraries.
7. Friends of Library will pay for projection system, installation in September.
8. Many activities in children's department. Ms. Weiss reported on release of Monarch butterflies. Discussion of milkweed and other flowers for Monarch habitat.

City Council Liaison

President Crawford thanked the city for the recent Board member re-appointments.

Standing Committees: None

Unfinished Business:

Approve Carpet Cleaning Company

Ms. Topper drafted a summary sheet for the proposed carpet cleaning, saying the carpet was last cleaned two years ago. The suggested cleaning date is October 5th when the library will be closed a half day for staff training. A second cleaning in May for the high traffic areas was recommended. She would like a company that has teams of people. Furniture cleaning quotes were also obtained, however, will not be done at this time. Ms. Topper also suggested a steam cleaning of the bathrooms in spring. She recommended Stanley Steemer as the vendor for carpet cleaning. Ms. Chacon moved to hire Stanley Steemer at a cost of \$3,200 and Ms. Garcia seconded the motion.

Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes. Carried 8-0.

Approve Mission & Values Statement

After some discussion, language was changed for one of the Values and the Mission Statement. The Mission Statement will also be included on the website. The Board had further discussion on the language and content and a plan will be created to insure the goals are met. Mr. Hedman will date and revise it and bring to the October meeting for a vote. This matter will be revisited annually for any needed revisions.

Disaster Plan

Ms. Topper is doing a revision and will bring to the Board at a later date.

New Business:

Approve Bylaws Change

President Crawford said he would like to create a Physical Facilities Committee to handle the maintenance and planning for upkeep of the library. This would be added to the bylaws and is in direct response to the many mechanical issues recently encountered. He made a formal motion to amend the bylaws to include the Physical Facilities Committee and Mr. Walter seconded. There was a brief discussion. The committee would be charged with preventative maintenance planning for heating and air conditioning and other building maintenance issues. Mr. Crawford said the committee will be revisited later and may not be needed forever. Ms. Topper noted it is a standard committee at most libraries. Mr. Crawford appointed Trustees Forristall, Walter and Crawford as committee members. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Forristall-yes. Carried 8-0.

Approve Increase of Director's Authority for Expenditures

Ms. Topper said \$1,500 is the current amount the Director can spend without Board action and she requested an increase to \$3,000. She cited the example of the microfilm reader update cost being \$1,800 which must be brought to the Board for approval. The Board discussed how many times the authority has been used in a year, the newly created committee that could address long term maintenance to avoid emergency situations and that anything over \$1,500 should be discussed by the Board in consideration of budget constraints. After discussion, Ms. Rodriguez moved to increase the Director's authority for expenditures to \$2,000 and Ms. Garcia seconded. Ms. Topper said she would only use the money for emergencies and would also notify Board President Crawford.

Roll call: Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes. Carried 8-0.

Approve Library Closing October 5th Staff Day (Half Day)

Ms. Topper said the library would close at 1pm for staff training and she will also try to schedule the carpet cleaning that day. Mr. Walter moved and Mr. Crawford seconded a motion to approve the closing of the library for a half day on October 5th beginning at 1pm.

Roll call: Chacon-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes. Carried 8-0.

Eagle Scout Patio Project

Boy Scout Dan Chacon, son of Board member Susan Chacon, presented a proposed Eagle Scout project to renovate the children's courtyard. He provided an overview of the plan, specific improvements, fundraising and how the improvements would be executed. The Friends of the Library will be asked to help fund the project, some businesses will discount supplies and his family will help. He also provided a materials and supply list and said bright colors and child-size items would be built. The project is slated for June 2019. The Board had questions and concerns including many questions regarding an outdoor chalkboard. He also addressed a list of questions which the Friends had raised. The Parks and Recreation Department will be asked to review the plan for safety aspects. After revisions, the final plan must be approved by the library.

Additional Business:

Mr. Hedman welcomed Mr. Walter's return to the committee after Mr. Walter's car accident.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned on a motion by Ms. Garcia and second by Mr. Crawford at 8:25pm. Unanimous voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker