

**Yorkville Public Library**  
Board of Trustees  
Monday, November 12, 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, Russ Walter-present, Susan Chacon-present, Darren Crawford-present, Krista Danis-present, Ryan Forristall-present, Theron Garcia-present, Jason Hedman-present (arr. 7:13pm)

Absent: Carol LaChance

**Others Present:**

Library Director Elisa Topper, Youth Services Director Jennette Weiss, Judy Somerlot-Friends of the Library, Daniel Chacon-Boy Scouts

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

**Amendments to the Agenda:**

Russ Walter asked to add an item under New Business pertaining to improved wireless for the library.

**Minutes:** October 8, 2018 (Board meeting) and October 22, 2018 (Physical Facilities Committee)

Ms. Danis moved and Ms. Garcia seconded the motion to approve both sets of minutes: October 8, 2018 and October 22, 2018.

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Rodriguez-yes. Carried 7-0.

**Correspondence:** None

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Treasurer Chacon reviewed bills from Daikin, Hix Brothers (Friends will reimburse) and other routine bills. She said the budget is at 50% of the FY and on track for most items on the budget report. Mr. Walter pointed out the new projection system in the meeting room and the Board thanked the Friends of the Library for that purchase.

**Payment of Bills**

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

\$28,832.63 Accounts Payable

\$37,836.32 Payroll

\$66,668.95 TOTAL

Roll call: Chacon-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Rodriguez-yes, Walter-yes. Carried 7-0.

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

Ms. Topper reported the following:

1. Attended Friends meeting and thanked them for the projection system
2. Dixie DeBord will be honored at November 13<sup>th</sup> Council meeting for 15 years of full-time service. She will also be honored by the staff.
3. Art Guild has raised \$4,000 of the \$8,500 goal for the mural. More fundraisers being held.
4. Ms. Topper participated in Bristol Bay School Spooky Read night. A local author read his story and will do a reading in January at library.
5. Applied for \$500 grant from ALA for coding programs through Google.
6. Continue to rent meeting room.
7. Held first staff Halloween contest at library, gift cards given as prizes.
8. Had first aid training on Staff Day on October 5<sup>th</sup> and in future on March 15<sup>th</sup>. Active shooter training also given. Director Topper said cost of panic buttons jumped from \$240 to \$1,800 per button, library must pay prevailing wage since it is government building. Purchase might be made jointly with city.
9. Director met with Trustee LaChance who hopes to attend December Board meeting.
10. Chicago Lego group will meet at library on November 17<sup>th</sup>.
11. Ms. Topper is participating in the Sunday work rotation.

**City Council Liaison** No report

### **Standing Committees:**

#### **Physical Facilities Committee**

The newly formed committee met October 22 and discussed two items: Daniel Chacon's proposed Eagle Scout project and the purpose of this committee. This group will determine when to repair or replace items in regards to building maintenance. Two more people are desired for this committee and Trustee Danis volunteered to be part of it.

### **Unfinished Business:**

#### **Approve Boy Scout Project**

Daniel Chacon told the Board that a few changes were made to the budget for his project. He said the Boy Scouts can provide a certificate of insurance and that his Scout coordinator is checking into a liability waiver. He also stated the Friends of the Library have donated \$1,000 which covers most of the project. After this discussion, President Crawford moved to approve the project with the revisions and Mr. Walter seconded the motion.

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

Mr. Chacon thanked the Board and also asked Mr. Crawford to sign an agreement. Troop and District Council approval will also be requested and the completed plan will be ready by the beginning of 2019.

#### **Replacing Library Copiers**

Ms. Topper said the library has 3 copiers each 10 or 11 years old for which parts are no longer available. The city recently did a copier RFP and awarded the contract to Impact. Mr. Hedman is experienced with copiers and Impact and said Impact has good service and is responsive. He compared the costs of Konica and Impact and said the lease is half of the cost and the maintenance agreement is half. Other machine features were also discussed. He said leasing for 4-5 years is more practical than owning the machines. A 30-day notice is required for Konica and Impact could start their service in January. Patrons currently pay 20 cents per copy and a coin box, fob or pre-loaded

card were discussed for payment method. President Crawford asked to have the payment method information prior to the next meeting. This item was tabled until next month.

**New Business:**

**Approve 2019 Board Meeting Dates**

The library will be closed on Veterans' Day in 2019 and the meeting is re-scheduled for November 18. Other holidays were also discussed. Ms. Topper noted that the library is open on some days when the city offices are closed. Mr. Walter moved and Mr. Crawford seconded the motion to approve the Board meeting dates as proposed.

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

**Approve 2019 Holiday Closings**

Ms. Danis said the holidays should be customer-focused regarding the respective holiday. Ms. Topper said if the library was open on holidays it would require a change to the policy book. While government offices are closed on Veterans' Day, Ms. Rodriguez noted that the schools were not closed and programs took place in the schools. Ms. Weiss said when there is a 4-day weekend from school, there is less library attendance as families take vacations. If the Board desires more programming, Ms. Topper said it would require more staff and she suggested a floater and cross-training. Ms. Rodriguez suggested discussing additional part-time staff next month. Ms. Garcia made a motion to approve the holiday closings schedule and Ms. Chacon seconded the motion.

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

The Board continued the discussion regarding staffing. Due to a college class, an employee will be reducing their number of hours. The Board discussed the current staffing and various suggestions were made including help from the TAG group, internships, high school volunteers or per diem employees. Ms. Topper also noted the level of pay is lower than some other libraries. The library will look into volunteer opportunities through the high schools and Ms. Rodriguez provided the name of a group, Career Connections.

**Per Capita Grant 2019 Requirements**

Ms. Topper said the per capita grant application is due January 15<sup>th</sup>. She said the Board needs to review the requirements prior to the December meeting.

**Wireless Improvements** (added to the agenda)

Mr. Walter said the wireless in the library is inadequate and very slow. A private library network needs to be set up and secure public network and more wiring is needed for 10 access points. The library's tech person will compile a proposal for improvements. Mr. Walter said the library is part of the e-rate program. Part of each month's bills are put into a pool for reimbursement and the library receives a 50% reimbursement for internet service and other computer-related items. He said if the improvements are beyond the budget, the project will not be done. He said the wiring cost could be \$5,000 and analysis results for this project might not be available until next summer.

**Additional Business:** None

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 8:14pm on a motion by Mr. Walter.

Minutes respectfully submitted by Marlys Young, Minute Taker