

**Yorkville Public Library**  
Board of Trustees  
Monday, January 14, 2019, 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, Theron Garcia-present

Absent: Krista Danis, Ryan Forristall, Jason Hedman, Carol LaChance

**Others Present:**

Library Director Elisa Topper, Technical Services Director Dixie DeBord, Director of Adult Services Shelley Augustine, Friends of the Library Judy Somerlot

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

**Amendments to the Agenda:** None

**Minutes:** December 3, 2018 and December 10, 2018

Mr. Walter moved and Mr. Crawford seconded the motion to approve both sets of minutes: December 3, 2018 Personnel Committee and December 10, 2018 regular Board meeting minutes.

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes, Rodriguez-yes. Carried 5-0.

**Correspondence:**

Ms. Topper mentioned the newspaper article regarding Santa's visit to the library and that Casey's donated the cookies. Mr. Walter said a holiday card had been received from the e-rate consultant.

**Public Comment:**

Ms. Somerlot discussed the upcoming January 27<sup>th</sup> mini-golf. She noted the many donated raffle gifts in the library and encouraged all to attend.

**Staff Comment:**

Director Topper recognized Shelley Augustine for 10 years of full-time service at the library. Ms. Augustine thanked Judy Somerlot and volunteers for all the hard work preparing for the mini-golf. Ms. Somerlot said the high school football and baseball players carry heavy items for the event and receive a free ticket to play golf. This is also a good opportunity for the students for community service, said Ms. Rodriguez. The Student Council is decorating a golf hole this year.

**Report of the Treasurer:**

Treasurer Chacon said this was a routine report and the budget is 2/3 of the way through the year with the numbers being on track. Insurance and maintenance are over budget, however, those items are

harder to control. Mr. Crawford asked about the business cards ordered and staff said they were for the circulation department.

#### **Payment of Bills**

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

\$22,132.66 Accounts Payable  
\$38,339.90 Payroll  
\$60,472.56 TOTAL

Roll call: Chacon-yes, Crawford-yes, Garcia-yes, Rodriguez-yes, Walter-yes. Carried 5-0.

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

Ms. Topper reported the following:

1. Ceiling panel ready to fall near Shelley's office.
2. Need lights for flagpole and for front of building, emailed Tim Evans about items #1 & #2.
3. Snow was not cleared before library opened after recent snowfall and staff was shoveling snow until city arrived. Emailed Mr. Olson and Mr. Dhuse who said the efforts have to be on the city streets first. Ms. Topper suggested an on-call snow removal company and will check on prices.
4. Library is drop-off point for broken holiday light recycling until February.
5. Director is working on vendor list and disaster plan.
6. Hosted Google grant event and received a \$500 grant.
7. Submitted per capita grant to State.

**City Council Liaison** No report

**Standing Committees:** No committee meetings

#### **Unfinished Business:**

##### **Approve Purchase of Computer Equipment**

Mr. Walter referred to the quote and said 8 gig and possibly 16 gig should be priced. He said there should be at least 8 gigs of memory for the laptops which will be used for classes. Ms. Topper will contact CDW and ask for a new quote. He said the managers' desktops and the laptops should be Core I-7 Generation 8 with 16 gig of RAM. Ms. Rodriguez added that databases also need high RAM. Dell and HP brands will be researched as well and this will be tabled until next month.

##### **Per Capita Grant 2019 Overview**

Ms. Topper said the grant application has been completed and sent to the State. She said President Crawford had viewed a video on disability and she will also watch it to fulfill grant obligations.

##### **Comcast Billing**

This discussion began last month due to the Comcast bill appearing to be very high. Ms. Topper spoke with the Finance Director and it was believed to be related to e-rate since there was no billing from August-October. She said a check was deposited into the library account which was later determined to be from e-rate. The invoices are now back on track with the correct amount.

#### **New Business:**

##### **Library Donation-Naming of the Quiet Reading Room**

Ms. Topper discussed the recent donation of \$69,803.76 from the Howard Wolfe Estate. She recommended naming the quiet reading room in his memory and commemorate it with a plaque at a ceremony to include his family. Ms. Topper will check into the cost of a plaque. She also suggested possible music at the dedication and announce the event to the press. Mr. Walter made a motion to

name the quiet room in Mr. Wolfe's memory considering the generous donation and to authorize the purchase of a plaque not to exceed \$500. Mr. Crawford seconded the motion.

Roll call: Crawford-yes, Garcia-yes, Rodriguez-yes, Walter-yes, Chacon-yes. Carried 5-0.

**Playaway Demonstration**

Ms. DeBord introduced a new audio book called Playaway, which is a self-contained digital format. There have been 10 purchases for adults and 10 for kids, all with a Friends of the Library donation. An additional 1-2 have been purchased per month. The cost is \$55 to \$85 each with a one year warranty. Ms. Topper said there will be an article in the newspaper.

**Additional Business:** None

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 7:32pm on a motion by Mr. Crawford and second by Mr. Walter.

Minutes respectfully submitted by  
Marlys Young, Minute Taker