

Yorkville Public Library
Board of Trustees
Monday, February 11, 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: Krista Danis-present, Ryan Forristall-present, Theron Garcia-present, Wamecca Rodriguez-present, Russ Walter-present, Darren Crawford-present
Absent: Jason Hedman, Carol LaChance, Susan Chacon

Others Present:

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski, Eulogio Ortega-Ortega Studios

Recognition of Visitors: President Crawford recognized the library staff and guest.

Amendments to the Agenda: None

Minutes: January 14, 2019 (2 sets)

Ms. Garcia moved and Mr. Walter seconded a motion to approve minutes from January 14, 2019 Special Meeting and January 14, 2019 Regular Board meeting.

Roll call: Forristall-yes, Garcia-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes. Passed 6-0.

Correspondence:

Ms. Topper referred to an article sent by the library attorney. The article was published in *West Suburban Living* and featured Yorkville's amenities.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

President Crawford presented the report and the major bills were highlighted including: Overdrive bill for annual e-book subscriptions, postage purchased prior to the increase, installation of panic buttons, window washing, installation charge for payment box on copier, library fees paid for inter-library books not returned, (customers pay cash and library reimburses inter-library). The various book subscription services were also briefly discussed.

Payment of Bills

Moved and seconded by Darren Crawford and Theron Garcia, respectively, to pay the bills:

\$33,707.90	Accounts Payable
\$34,744.56	Payroll
\$68,452.46	TOTAL

Roll call: Garcia-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes, Forristall-yes. Carried 6-0.

Report of the Library Director:

Director Topper reported the following highlights:

1. Many libraries had burst pipes following the cold weather. Yorkville had frozen pipes in the bathroom and kitchen, but heaters were started and no further problems. At an upcoming Facilities Managers Group meeting in Wauconda, Ms. Topper will address how other libraries handle severe weather-related issues. She also called Trico for advice on the HVAC system in the cold weather. She will bring the Disaster Plan in the next couple months, to allow time for a section on severe weather and related actions. She developed a vendor list of phone numbers.
2. After closing hours, a patron fell on ice near the drop box. No claim will be filed, but Ms. Topper notified the city to emphasize the need for city support in removing snow/ice. Ms. Topper also notified the city about the library being open on Sunday and the need for snow removal. No support was given for that day and a library employee cleared the snow. A snow removal company was contacted, however, they are unable to help this year. Ms. Topper suggested purchasing a salt spreader and to seek a service for next winter. She is concerned about potential lawsuits due to falls.
3. Mini-golf fundraising event was very successful and the Friends group reported proceeds just short of last year. The Somerlots will be unable to coordinate the fundraiser next year so other volunteers will be needed.
4. The Google grant of \$500 was received. The “Grow with Google” grant program that Ms. Rodriguez mentioned previously, is being rolled out state-by-state and offers \$1,000 to develop programs. Ms. Topper will apply when Illinois becomes eligible.
5. Initiating programs for teens including a movie, game day and life skills program.
6. Director Topper reported an unruly patron/PADS participant who has now been banned from the library after calls to the Police Department were necessary. This action was taken to protect the staff and other patrons. A second incident occurred with another patron.

In another matter, Trustee Danis inquired how it is handled when the library is closed due to weather since it is a designated warming center. She also referenced the library website which indicates the library is a warming center. Ms. Topper said staff coordinates closely with PADS when the library closes or opens late due to weather. Ms. Iwanski said the website includes language to phone for availability and the closure was posted on the website. Ms. Topper said a patron complained about the library closing due to weather, but the Director must also consider staff safety during the harsh weather.

City Council Liaison No report

Standing Committees:

Ms. Topper said the Finance Committee should meet next month to discuss the budget. Mr. Walter suggested the Policy Committee should also meet to draft a policy authorizing the Director to close the library for weather-related reasons.

Unfinished Business:

Library Mural Presentation of Sketches by Artist/President of Arts Guild

Ms. Iwanski, President of the Kendall Arts Guild, introduced Eulogio Ortega, the artist who will be painting the mural approved for the library. She said the mural will cost \$8,500, of which \$7,000 has already been raised through fundraising efforts and private donations. Countryside Veterinary Clinic was the first business to donate and Ms. Iwanski will solicit donations from other businesses. No tax money will be used for the project and Ms. Rodriguez suggested a plaque that states “Sponsored by Kendall Arts Guild”.

Mr. Ortega presented his ideas and sketches for the mural and said he plans to paint a series of authors on removable canvas. He explained the mural will be placed in the space behind the circulation desk and also wrapped around the pillars. Ms. Rodriguez suggested the painting should represent various races of authors. Other suggestions should be given to Ms. Iwanski and Ms. Topper suggested a Board sub-committee could work with Ms. Iwanski. A reveal party for the project unveiling was suggested by Ms. Iwanski. Mr. Ortega's website is: www.chicagomuralist.com.

Revised Quotes for Purchase of Computer Equipment

The Board briefly discussed a revised quote that Mr. Hedman received for computer equipment. The new quote is for 5 laptops, 7 desktops and 8 gig of RAM. It was decided to table further discussion until Mr. Hedman could be present at the next Board meeting. Ms. Topper said she wishes to start programming in April. Mr. Hedman will be asked to obtain a CDW quote also and this moves to Unfinished Business in March.

New Business:

Amendment to Illinois Prevailing Wage Act

Ms. Topper said this information is from the library attorney who said this is now law and does not require Board action. Mr. Walter asked how many library employees work for minimum wage. Ms. Topper said the starting wage is \$9.00/hour and only a handful of staff work for less than \$10/hour. Any increases need to be included in the budget.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 8:00pm on a motion by Mr. Crawford and second by Mr. Walter.

Roll call: Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes. Carried 6-0.

Minutes respectfully submitted by
Marlys Young, Minute Taker