

Yorkville Public Library
Board of Trustees
Monday, March 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:

Darren Crawford-present, Krista Danis-present, Ryan Forristall-present, Theron Garcia-present, Jason Hedman-present, Wamecca Rodriguez-present, Russ Walter-present
Absent: Susan Chacon, Carol LaChance

Others Present:

Library Director Elisa Topper, Director of Adult Services Shelley Augustine, Technical Services Director Dixie DeBord

Recognition of Visitors: President Crawford recognized the library staff.

Amendments to the Agenda: None

Minutes: February 11, 2019

Mr. Crawford moved and Ms. Danis seconded the motion to approve the minutes as presented.

Roll Call: Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes. Carried 7-0.

Correspondence:

A thank you card was received from a patron who enjoyed the recent Mannheim Steamroller program. Director Topper thanked Ms. Augustine for arranging the program.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Mr. Crawford presented the report. Director Topper pointed out bills for the copier and the server part not under warranty. She thanked Mr. Walter for his help on this repair. There were also three power outages resulting in bills for Trico, HVAC and Sound Inc.. Ms. Topper observed the service calls so she could possibly troubleshoot in the future.

Payment of Bills

A motion was made and seconded by Trustees Walter and Crawford, respectively, to pay the bills as follows:

\$21,913.07	Accounts Payable
\$36,716.84	Payroll
\$58,629.91	TOTAL

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

Report of the Library Director:

1. Three power outages due to weather, affected HVAC, computer server & fire panel resulting in service calls to Trico, Sound Inc., Com Ed, and city Facility Manager also helped. In past week plumber and electrician were needed. President Crawford suggested a checklist of procedures following outages, to try and resolve in-house. Ms. Topper has begun such a list. Handicapped door also checked.
2. Began program of authors reading books for children. Local children's author Julie Kline recently invited to library and she also donated a drawing she did of the library. Ms. Topper would like to order thank you cards using the library drawing.
3. Tom Sharpe, drummer for Mannheim Steamroller, presented program to over 100 people.
4. Traveling World of Reptiles program coming soon.
5. Hired new library clerk-- he will lead the men's book club and will be cross-trained between the Circulation and Reference Departments.
6. Department Managers are beginning performance evaluations. Ms. Topper updating personnel files and other files.
7. Annual Certification submitted to State Library.
8. Working on programs for teens including Fit & Chill and interviewing program. "Escape Room" program to be held during spring break and later a murder mystery for teens.
9. Illinois and Iowa may institute mental health programs in schools and Ms. Topper will report on this program next month. Ms. Rodriguez said these programs are part of the school where she works.

City Council Liaison No report

Standing Committees:

Finance Committee met prior to this Board meeting to review the budget.

Unfinished Business:

Revised Quotes for Purchase of Computer Equipment

Mr. Hedman contacted the CDW rep regarding the proposed computer purchase and he was able to reduce the original quote by about \$3,000 with the ability to upgrade in the future. He said CDW is a local, quality vendor and he recommended the purchase. Mr. Crawford made a motion to purchase the computer equipment listed in the quote of \$11,514.92. Mr. Walter seconded the motion and it was approved on a roll call vote.

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

New Business:

Approve Early Closing for Staff Training

The library will close on March 15 at 1pm for staff training. Mr. Hedman moved to approve and Mr. Crawford seconded with unanimous voice vote approval. This closure will be posted on the website and staff tries to coincide with the school schedule.

Power Outages/Troubleshooting the Problem

Ms. Topper said this was also discussed in the Director's Report. The library staff will wait until ComEd installs an electric reader and a report is received to determine if a new breaker is needed, however, she believes it won't be.

Mr. Crawford asked when outside help is called. Ms. Topper said she is learning and trying to troubleshoot the systems before outside help is requested. She is questioning bills and monitoring arrival and departure times of service people. Mr. Forristall added that when the library was built, someone should have been trained in the various systems. Ms. Rodriguez asked if the Facility Manager could come to the library after incidents, before calling outside companies. Mr. Hedman suggested possibly having the Facility Manager trained to fix some of the issues. Ms. Topper said he is taking the lead on the breaker issue.

Ms. Topper noted that the city is also exploring hiring an IT manager and she will speak with Mr. Olson regarding a shared arrangement.

In another building matter, Mr. Walter asked if the lighting system is still controlled in another state as part of an energy-efficiency program. Out-of-state control is still in effect and the committee felt the Director should have this control.

Ms. Topper said she purchased a salt spreader for use on the ice.

New Minimum Wage Law-Impact on Budget

Director Topper said this was discussed in the Finance Committee meeting and will be discussed at the staff meeting after the budget is approved.

Reminder: Return Economic Indicator Form

The form must be returned by May 1.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 7:40pm on a motion by Mr. Crawford and second by Mr. Walter.

Minutes respectfully submitted by
Marlys Young, Minute Taker