

Yorkville Public Library
Board of Trustees
Monday, April 8, 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: Theron Garcia-yes, Jason Hedman-yes, Carol LaChance-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes, Wamecca Rodriguez (arr. 7:03pm)
Absent: Krista Danis

Others Present:

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

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

Amendments to the Agenda: None

Minutes: March 11, 2019 Finance Committee & March 11, 2019 Board Meeting

Mr. Walter made a motion to approve minutes from March 11, 2019 Finance Committee and March 11, 2019 regular Board meeting.

Roll call: Hedman-yes, LaChance-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 7-0.

Correspondence:

Ms. Topper presented a thank you letter from a young child regarding items received at the library. A letter was also received from Secretary of State Jesse White notifying the library of a per capita grant award of \$21,151.25.

Public Comment:

Trustee Carol LaChance informed the Board she is retiring from the Library Board after serving since 1992. She thanked all Trustees and said the library has a great Director, staff and Board. Ms. Topper presented her with a bouquet of flowers and thanked her for her service. A book will be donated to the library in Ms. LaChance's honor.

Staff Comment: None

Report of the Treasurer:

Ms. Chacon said the percentages showing the YTD figures normally reflected on the report, are missing. Ms. Topper will contact the City Finance Director. Ms. Chacon noted a \$1,200 plumbing bill for a bathroom leak and said other budget categories are doing as expected.

Payment of Bills

Mr. Walter moved and Mr. Crawford seconded a motion to pay the bills as follows:

\$29,879.67 Accounts Payable
\$37,593.15 Payroll
\$67,472.82 TOTAL

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

Report of the Library Director:

Director Topper reported the following highlights:

1. Received bill from Beery for emergency bathroom leak, may also have leak in another bathroom and kitchen.
2. Reptile program attended by 125 people, presenter stayed well past ending time.
3. Had staff day and second part of First Aid training with emphasis on CPR and training on AED. All participants now certified.
4. Ms. Topper detailed PADS patron problems in the last two months and she has spoken with the Police. It was suggested to arrange police walk-throughs on PADS days. The program ends for the season on April 19 and staff has had contact with PADS Director. Department heads also meet after these incidents and Ms. Topper commended the staff for dealing with these situations.
5. Custodial staff has found drug paraphernalia in quiet reading room.

City Council Liaison No report

Standing Committees: None

Unfinished Business:

Update on Boy Scout Project

Boy Scout Daniel Chacon presented a status summary of his proposed Children's Courtyard Remodel. He gave the Board a Project Proposal Plan and said the installation should be done by the June Library Board meeting. Mr. Chacon answered questions from the Board and Ms. Topper will contact the press when the project is completed.

Approve Budget

Ms. Topper noted the staff wage increases will not be effective until the second week of May. A few general comments were made and President Crawford noted there will be a \$43,594 budget deficit. Mr. Walter made a motion to approve the budget as presented as follows and Ms. Garcia seconded:

\$1,576,751 Projected Revenue
\$1,620,345 Projected Expenses
\$ 43,594 Projected Deficit

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

Update on the Electrical Breaker

Ms. Topper said an independent contractor checked the breaker and determined that it is ComEd's responsibility. Com Ed reps performed a test and said all is OK. It was noted that construction on Rt. 34 may have affected the breaker and there were power outages as well.

Library Mural – Next Steps - Committee Appointment

Ms. Iwanski reported fundraising is nearly done and there is an upcoming fundraiser at Salsa Verde. The next step will be formation of a committee comprised of Art Guild members and Library Board members. Ms. Garcia and Mr. Crawford volunteered to be on the committee with Mr. Walter as an alternate. Ms. Topper will also serve on the committee.

Strategic Plan Progress Review

Mr. Hedman said goals should be established at the next meeting and he asked all Board members to be prepared to discuss them. He said the goals should be set prior to the budget process so budget changes can be made based on projects. Ms. Topper said some goals may not be accomplished since the new computers for the managers are back-ordered and will not arrive until May. The public computers need to be up to speed first since they are slow. During e-rate renewal time, Mr. Walter suggested getting a bid for wireless. If the purchase is done through e-rate, 50% of the money is reimbursed, said Mr. Walter. The Board discussed surpluses in the budget from 2018 and 2019 and that these might be used for wireless. Splitting the connections between the public and staff was also discussed. In conclusion, the Fund Balance will be monitored to determine the amount of money available.

New Business:

Approve Resolution Non-Resident Fee Cards

This process needs to be done each year to approve the fees for non-resident library cards. The fee is based on the tax bill. President Crawford moved to approve the resolution authorizing non-resident library cards and Trustee Garcia seconded the motion.

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

Digital Library Sign-Preliminary Information

Director Topper has two quotes ranging from \$18,000-\$24,000 for a sign. She will meet with Aurora Sign Company this week and she will also call Oswego Library. All information will be brought to the next Board meeting. She also said there is an organization that may partner with the library to split the cost.

Disaster Plan Revised

A section regarding active shooters is now included as well as new library maps and Board/City personnel contact info. Each manager will have a copy at home and on-line. She thanked a staff member who helped key in the information. The Plan will be reviewed with department heads and new hires will be apprised also. Ms. Topper also noted this week is National Library Week.

Overview of Teen Programs in Youth Services & Open Discussion

Ms. Topper said many teens use the library after school and programs have been held for them. She asked the Board for direction on 'program' vs. 'activity'. She said Jennette Weiss has been doing a terrific job with the programs. Ms. Weiss gave an overview of the TAG (Teen Advisory Group) and various teen programs and activities. She also asked for input from the Board as to the overall goal for the teens. All program/activity information is listed on the library calendar and is also given to the schools. It was noted that food is important to the teens! The Board agreed that transportation can be an issue. Director Topper said 20-30 kids are participating in "Cards for Kids" for hospitalized children. Ms. Topper suggested asking the Friends to pay for a "green screen" and have the kids make a video as a marketing tool for the library.

Executive Session: None

Additional Business:

Mr. Walter said Trustees Chacon, Forristall and Walter need to contact the new Mayor regarding re-appointments to the Board. Ms. Topper said she will be sending a note to Mayor Golinski thanking him for past support and a note to future Mayor Purcell to invite him to the library for coffee with her.

The Economic Interest Form needs to be sent in by May 1.

The Board thanked Ms. LaChance for her service!

Adjournment:

There was no further business and the meeting adjourned at 8:38pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker