

**Yorkville Public Library**  
Board of Trustees  
Monday, August 12, 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:** Julie Brendich-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes

Absent: Krista Danis

**Others Present:**

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski-Goist, Friends of the Library member Judy Somerlot, Mayor John Purcell, City Liaison Daniel Transier, Boy Scout Daniel Chacon, Carol Kicher, Kylyn's Ridge

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

**Amendments to the Agenda:** None

**Minutes:** July 8, 2019

Ms. Garcia moved to approve the July 8, 2019 minutes as presented and Mr. Hedman seconded.

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

**Correspondence:**

Ms. Topper mentioned a *Kendall Chronicle* article which will be discussed later in the meeting. Included in the agenda packet is an invitation to attend Open Meetings Act training.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

Treasurer Chacon said all items that can be controlled are on track. She said the chiller invoice is not included in this report and that she was missing some pages from the report.

**Payment of Bills**

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

\$22,299.75	Accounts Payable
\$37,871.01	Payroll
\$60,170.76	TOTAL

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

Mayor Purcell thanked all the Board members for their service and said he sincerely appreciates the Board members since it is difficult to find volunteers. Ms. Topper said she has invited him to the ice cream social. The Mayor, Bart Olson and Ms. Topper recently met and discussed library operations/goals and collaboration with other city departments.

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

Ms. Topper reported the following highlights:

1. While cleaning chiller parts, Thermosystems discovered problem with Soft Start Chassis Starter. Starter needs to be replaced at cost of \$6,723.
2. Stanley Steemer will steam clean bathrooms.
3. Quote received for cleaning outside of windows, includes spider repellent solution.
4. Will start exploring cost for new phone system, some calls are failing.
5. *Kendall Chronicle* wrote article about teen program. Some information was incorrect, reporter was contacted, but did not respond. Ms. Topper will write a letter to the editor and request clarification.
6. Ice cream social to be held September 14 from 2-4pm. Tickets will be given for ice cream and prizes.
7. Ms. Topper said she will be unable to attend the September 9<sup>th</sup> Board meeting due to a family member's surgery out of state.
8. A recent meeting was held with the Mayor, Bart Olson and Ms. Topper.
9. New Board member Julie Brendich had an orientation session with Ms. Topper.
10. Employee recently resigned since she is moving, job is currently posted. Three more employees will be leaving in the next 4-6 months for various reasons.
11. A patron was recently locked inside the library after closing hours. This triggered the alarm, police responded and conducted walk-through. An email was sent to staff to check the building before closing and Ms. Topper commended the staff for handling appropriately.

**City Council Liaison** No report

**Standing Committees:** No meetings

### **Unfinished Business:**

#### **Digital Sign Update**

Digging will start August 26 and the sign should be installed by September 2<sup>nd</sup>. Ms. Topper said Aurora Sign Company has been very competent.

#### **Mini-Golf Event Plans**

Ms. Somerlot met with Ms. Topper, Tim Evans, Shay Remus and Tiffany Forristall to discuss plans for mini-golf. Ms. Forristall will coordinate with the Friends group. Ms. Somerlot also met with City Finance Director Rob Fredrickson and the Friends Executive Group to discuss compensation for Ms. Forristall. She will receive a certain amount plus a percentage of the profits. In another matter, Ms. Somerlot said the 11th annual used book sale will be held on Labor Day weekend. There will be many volunteers and more are needed. The Friends group has also approved a total of \$3,085 for various library needs. She thanked all for their support of mini-golf.

#### **Mural Design/Content**

Ms. Iwanski-Goist spoke with the muralist and indicated a possible change for the mural and the muralist said he would ask for additional funding for a concept change. The Kendall Arts Guild will work on the additional funding and come back with more ideas since the Board decided to move away

from the original idea of painting authors. Ms. Brendich suggested crowd sourcing info from patrons.

### **E-Rate Update**

Mr. Walter reported on this topic and said a form had been filed to improve the wireless network, replace what the library has and add more access points. Two companies responded and a library walk-through will tentatively be held on August 24<sup>th</sup> and 26<sup>th</sup>. There is a time limit to submit information and the e-rate consultant will review the proposals. The project will not be done until next year.

### **New Business:**

#### **Mechanical Overview of the Library Building/Maintenance**

##### **Proposal by R.J. O'Neil presented by Kevin Baumann (tabled from last month)**

The representative was not present.

#### **Thermosystems Maintenance Contract Renewal**

Ms. Topper had met with a rep from Thermosystems and she stated the company is only maintaining the chiller, not cleaning the coils and they do not maintain any other mechanicals. Under a contract, they would come four times a year. O'Neil would come twice a year and cover all the equipment. The current contract with Daikin (who was bought by Thermosystems) expires August 31<sup>st</sup>. She also said if there is no contract, there is no priority regarding service. She said the communications and service with Thermosystems has been very poor. The Thermosystems proposal wants to train the Facility Manager to troubleshoot chiller problems. Ms. Topper will be meeting with a company this week for quotes on chiller screens to prevent cottonwood seeds from clogging it. Ms. Topper will obtain references from O'Neil and report to the Board in September. She will also ask the city who they use.

### **Executive Session:** None

### **Additional Business:**

Ms. Topper told Board members they could pull up the entire agenda packet from the city website (since pages were missing from some copies). She also noted there is a reception for the new Chief of Police on August 13th at 6pm. She will eventually set up a meeting with the Chief. On October 11th the library will be closed for a training session on homelessness.

### **Adjournment:**

There was no further business and the meeting adjourned at 7:50pm on a motion and second by Mr. Crawford and Mr. Walter, respectively.

Minutes respectfully submitted by  
Marlys Young, Minute Taker