

Yorkville Public Library
Board of Trustees
Monday, September 9, 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-yes, Julie Brendich (arr. 7:01pm) Theron Garcia-yes, Ryan Forristall-yes, Krista Danis-yes, Darren Crawford-yes, Susan Chacon-yes, Russ Walter-yes

Absent: Jason Hedman

Others Present:

Shelley Augustine-Director of Adult Services, Judy Somerlot-Friends of the Library, Daniel Transier-City Liaison, Kevin Bauman-R.J. O'Neil

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

Amendments to the Agenda: None

Minutes: August 12, 2019

Ms. Garcia made a motion to approve the August 12, 2019 Special Meeting and regular Board meeting minutes and Ms. Rodriguez seconded.

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

Correspondence:

Ms. Augustine said a news story and photos were placed in the *Kendall County Record* regarding the upcoming ice cream social.

Public Comment:

Ms. Somerlot thanked library staff and Board members for their help at the recent book sale. The sales of \$7,200 established a new record in addition to the \$300 extra from the continuation of the sale. She said \$900 in children's books and \$200 for programs were both approved at the Friends meeting this morning. She noted the development fees this year were much lower than last year.

Staff Comment:

Ms. Augustine discussed the upcoming ice cream social and related activities on that day. She said Meadowvale is donating 200 cups of ice cream. On September 17th a Suicide Prevention Program will be held at the library. Other programs to come include a showcase of creative writing, Medicare speaker, Senator Oberweis is holding a Senior Fair, and a recently secured grant will fund programs on Social Security and health planning.

Report of the Treasurer:

Treasurer Chacon commented briefly on the budget and said that \$900 was spent on steam cleaning the bathrooms. Ms. Augustine added that the band for the ice cream social was sponsored by Board member Hedman's relative.

Payment of Bills

Trustee Walter moved and President Crawford seconded the motion to pay the bills as follows:

\$19,594.46	Accounts Payable
\$38,077.78	Payroll
\$57,672.24	TOTAL

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

Report of the Library Director:

Ms. Augustine presented the following highlights:

1. Air-conditioning was not cooling properly, so Trico cleaned HVAC and repaired a unit. Blower motor not working following the cleaning, another call was placed and service person came again for a stuck switch and said a new board might be needed.
2. Pest control removed hornets' nest from second floor window, came a second time to remove core.
3. Stanley Steemer cleaned all 11 bathrooms and sealed them. Ms. Augustine showed before/after photo.
4. Ms. Topper met with painter who painted building, some paint is peeling upstairs.
5. Mr. Walter reported piece of siding near window is coming loose, waiting on proposal.
6. Ms. Topper spoke with Bart Olson regarding possible removal of pine trees that clog gutters and HVAC.
7. Digital sign to be installed in 2 phases. Mr. Walter asked if messages from Library and Parks & Rec can be combined into one message via software.
8. Employee to assist Ms. Augustine has been hired. Floater also hired and both will be cross-trained.
9. A college student will be doing a practicum at the library starting in January.

Mr. Crawford asked if a meeting with Ms. Topper, Chief of Police and the PADS Director has occurred. It has not been held yet.

City Council Liaison

Liaison Transier asked if Alderman Frieders had been informed about the Suicide Prevention program since he is very involved with it. Ms. Augustine will contact him. Mr. Walter asked about the status of funds which were involved in a lawsuit with Illinois Funds 3-4 years ago. The city had invested some of the library's money in this. Mr. Transier will research with the City Finance Director.

Standing Committees:

The Personnel Committee will set up a meeting in the near future.

Unfinished Business:

Digital Sign Schedule (discussed earlier)

Mini-Golf Event Update (not discussed tonight)

E-Rate Site Visits

Mr. Walter reported three companies did a walk-through of the building. Bids for this program for wireless improvement are due by September 24th, however, none has been received yet.

New Business:

Approve October 11th Closing for Staff Day

Ms. Augustine said a movie on homelessness will be shown and discussed. The Board encouraged Ms. Topper to meet with local PADS personnel prior to this day. Mr. Crawford moved to approve the library closure for a staff day on October 11th. Ms. Garcia seconded and roll was taken:

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

Mechanical Overview of the Library Building/Maintenance

Kevin Bauman of R.J. O'Neil has toured the library and met with Ms. Topper to determine the library maintenance needs. He gave an overview of his company and said they focus on local business and can work on any of the mechanicals in the library, excluding automation and electrical work. He prepared a proposed maintenance agreement/schedule for semi-annual maintenance. He said preventive maintenance prolongs the life of the equipment and they would work with the library budget. He noted a couple of issues that he saw on his walk-through. He said their rate with a contract would be \$137 per hour and \$149 without a contract. The response time for normal business hours (7:30am to 3:30pm) is 2 hours. Their non-business hours have a response time of a call-back within 20 minutes and a technician on site within 2 hours.

The Board discussed the lifespan of some of the equipment in the building and Mr. Bauman gave his opinion. It was noted that Ms. Topper is looking at covers for the chillers to prevent cottonwood seed buildup. Ms. Brendich asked if the library could negotiate labor rates in the contract and Mr. Bauman replied yes. Mr. Bauman listed several local libraries they service.

Thermosystems Maintenance Contract Renewal

The Board discussed the functions performed by the various service companies and their costs. Ms. Brendich said Mr. Bauman spoke of relationships and she said the library needs a good partner. Mr. Walter suggested Ms. Topper negotiate the regular and overtime rates with O'Neil and add to the contract. He said it should be determined if the hourly charges include travel time. Ms. Brendich suggested that Ms. Topper contact the references furnished. The contract is a small dollar amount compared to equipment cost and the Board should close this contract next month, said Mr. Forristall. If there is a malfunction before the contract is finalized, O'Neil should be contacted for their rates. Ms. Augustine will ask Ms. Topper if she has contacted any references. A decision on O'Neil will be made next month.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 7:54pm on a motion and second by Mr. Crawford and Mr. Walter, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker