

Yorkville Public Library
Board of Trustees
Monday, December 9, 2019 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by Vice-President Theron Garcia, roll was called and a quorum was established.

Roll Call: Julie Brendich-yes, Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Russ Walter-yes, Susan Chacon (arr. 7:04pm), Wamecca Rodriguez (arr. 7:32pm)
Absent: Darren Crawford

Others Present:

Library Director Elisa Topper, Technical Services Director Dixie DeBord, City Council Liaison Dan Transier

Recognition of Visitors: Vice-President Garcia recognized the library staff and guest.

Amendments to the Agenda: None

Minutes: October 7, 2019 Personnel Committee and November 18, 2019 Board Meeting

Mr. Walter moved and Ms. Garcia seconded to approve both sets of minutes as presented. Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Walter-yes, Brendich-yes. Carried 6-0.

Correspondence:

A donation of \$250 was received from the Lions Club for the Adopt A Magazine program. A patron who received assistance finding an obituary sent a \$45 donation. And a letter was received from the Creative Writing Group in recognition of services provided to their group by Shelley Augustine.

Public Comment:

Ms. DeBord said she had attended the Friends meeting today and they expressed their disappointment that the new Library sign is not working yet. This will be discussed later in the meeting.

Staff Comment: None

Report of the Treasurer:

Treasurer Chacon noted the numerous expenses for maintenance and repairs.

Payment of Bills

A motion was then made by Mr. Walter and seconded by Ms. Garcia, to pay the bills as follows:

\$21,801.60	Accounts Payable
\$56,812.19	Payroll (3)
\$78,613.79	TOTAL

Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Walter-yes, Brendich-yes, Chacon-yes. Carried 7-0.

Report of the Library Director:

Director Topper reported the following:

1. R.J. O'Neil did preventive maintenance on boiler #2, will do more repairs next week after receiving parts, cost will be \$374.22. Anode rods to be replaced in water heater.
2. Sound Inc. will meet with Ms. Topper to discuss upgrades for security cameras.
3. Gutters were cleaned last week at cost of \$375.
4. Elevator fan does not work and repair cost is \$904. Has not been working for several months, but not a safety issue and will be fixed later. Not necessary for upcoming inspection.
5. Repair cost to fix lights for flagpole is \$1,700, permission was given to repair.
6. Casey's Gas Station will donate cookies for Polar Express event again.
7. A strong odor in Library last week caused staff to feel ill, building was evacuated and Fire Department was called. No problems were found and the event doubled as a fire drill. The oil in the new burners was thought to be the cause of the odor.
8. A problem with unruly teens occurred and staff handled first incident. The Police were called the second time and a parent was called after a third incident. The Rules of Conduct were also given to the teens.
9. Programs were held using the Financial Literacy Grant of \$500. A report will be completed by Ms. Topper.
10. Director Topper is working on the Per Capita Grant due January 15th.

City Council Liaison No report

Standing Committees:

Policy Committee

A Policy Committee meeting was held prior to this meeting and Ms. Brendich reported on the discussion. The Library policy regarding smoking and drug free workplace was reviewed due to changes to laws effective on January 1st, 2020. The City's handbook was used as a model. She outlined the changes and revisions being recommended for both staff and patrons. The Library will be designated as an Alcohol and Drug-Free Workplace. Mr. Walter asked Mr. Transier if all current City employees will sign the forms regarding drug-testing. Those employees will be completing the forms and the Library will be responsible for their staff. Ms. Topper will also verify with the City.

Unfinished Business:

Digital Sign Update-Electrical

Ms. Topper was told by the electricians that it would take three days to complete the process. She detailed the attempts made so far to facilitate the project and will ask for an update from the electricians since the sign is needed to advertise the mini-golf.

Snow Bars Proposal-Showalter

The installers will need \$3,000 upfront to begin the project which is hoped to start this week. The total is about \$9,000.

Boiler Repair Update

Work will be done on boiler #2 at a cost of \$374.22. A burner and rod will be replaced.

Wireless Revised Proposal

Mr. Walter said this was discussed at the last meeting and he has asked the vendor, S & G, to remove from the proposal, items that the Board did not accept. Aruba wireless access points and necessary cables for new locations will not be installed until July since the Board must wait for the e-rate funding to be approved. He also told the e-rate consultant that as of July, the Library would like the bandwidth

updates made. Mr. Walter referred to the spreadsheets in the packet and said that is how the e-rate bids are approved. He will sign the forms and return to the e-rate consultant.

Per Capita Grant Requirements

Ms. Topper reported the Board is in compliance with the chapters for review and for the education portion and that she and Mr. Walter have viewed the required webinar. Mr. Walter said the Board should consider having the services of an American Sign Language interpreter to be ADA-compliant. An attendee of a recent seminar at the Library was in need of an interpreter and Ms. Augustine was able to locate a service to assist. Ms. Topper will ascertain if the City offices have those services and Mr. Transier said the County does have interpreters available. Mr. Walter also said the webinar suggested that Library websites should be made ADA-compliant for visually impaired. Ms. Garcia said the visually-impaired may already have equipment at their home to be able to use their computers. Trustee Danis said she had recently attended training called JJ's List regarding people with disabilities and there are programs that read to the visually-impaired. Ms. Topper also handed out information regarding the Illinois Veterans History Project initiated by the Secretary of State.

New Business

Community Survey Deadline Revised

One of the Director goals is to conduct a community survey by January 20th. It was last done in 2014 on Survey Monkey. Ms. Topper asked for an extension to March since December is less than ideal for surveys due to holidays, travel, etc. Surveys will be distributed in January at the mini-golf event, to the various groups that come to the library, Friends group, placed on-line and distributed in January water bills. Data will be collected in February and reported at the March Board meeting. Ms. Topper will also work on a 1-year strategic plan based on the survey results.

Mr. Walter inquired about the success of the recent City survey and Mr. Transier reported responses from only about 2 out of 10 surveys. Ms. Rodriguez commented that surveys should be able to be accessed using a QR code that goes directly to the website. The committee agreed with this and a QR code will be obtained for this purpose.

Ms. Topper also asked that the computer classes be delayed until the upgrades are made. The committee approved the extensions requested by Director Topper.

Drug Free Workplace & Smoking Policy

A roll call vote was taken to approve the previously discussed policy revisions. Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes. Carried 8-0.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 7:39pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker