

Yorkville Public Library
Board of Trustees
Monday, January 13, 2020 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: Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Russ Walter-yes, Julie Brendich-yes, Susan Chacon-yes, Darren Crawford-yes, Wamecca Rodriguez (7:06pm)
Absent: Krista Danis

Others Present:

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski-Goist, City Council Liaison Dan Transier, Dr. Victor Ortiz, NE Illinois University Professor

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

Amendments to the Agenda:

President Crawford added an item under New Business to discuss official closure of Library on January 26th for mini-golf event.

Minutes: December 9, 2019 Policy Committee, December 9, 2019 Regular Board Meeting, December 30, 2019 Special Board meeting

Trustee Walter asked for a revision of the December 20th Special Board minutes to reflect a 2'x2'x8" patch for the driveway. President Crawford moved and Ms. Garcia seconded the motion to approve the minutes as presented including the revision.

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

Ms. Topper also noted changes from the Policy Committee for the Policy Manual.

Correspondence:

Director Topper said there was a Cub Scout photo in the packet.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Treasurer Chacon said the spending was as expected except for the maintenance category.

Payment of Bills

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

\$38,471.64	Accounts Payable
\$37,748.31	Payroll
\$76,219.95	TOTAL

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

Report of the Library Director:

Director Topper reported the following:

1. HVAC system igniter and boiler repairs made.
2. Electrical work completed on sign which is now operational.
3. Snow bars were installed.
4. Ugly holiday sweater contest held for staff.
5. Staff member had a leg injury requiring surgery and will be gone 6 weeks.
6. Two other employees have left, one resigned and another retired, 2 new employees hired.
7. Staff evaluations have been completed.
8. Staff meetings to be held to distribute alcohol/drug testing policy forms to employees for their files.
9. Per capita grant submitted last week
10. Completed paperwork for literacy grant.
11. Attended Friends meeting to explain roadblocks to getting sign installed.
12. PADS clients have come to Library, had one situation with a client.
13. The Library survey will be available at the mini-golf event.

City Council Liaison No report

Standing Committees:

Policy

The Policy Committee recently met.

Unfinished Business:

Digital Sign Update

Not discussed since the sign is now functioning

E-Rate Proposal Update

Mr. Walter said there was an updated Comcast bill reflecting the upgrades as previously discussed. This update will be reflected beginning with the July 1st invoice. Mr. Walter will sign the paperwork and forward to the e-rate consultant for the 50% rebate. He made a motion to approve the Comcast service agreement for an increase in internet speed and increase to \$443.35 on the bill. Ms. Garcia seconded.

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

New Business:

Library Closure

President Crawford made a motion to approve official closure of the Library for the mini-golf event and Ms. Garcia seconded. It was also decided to make this date an automatic closure on the schedule.

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

Yorkville Community Survey NSF Grant, Guest Dr. Ortiz, Northeastern University

Dr. Victor Ortiz, anthropologist, gave a presentation regarding a social interaction research project he is doing. His request to the library was for access to the meeting room for a couple events to obtain data

for his findings from residents and leaders of the community. Ms. Topper said she would provide the room at no charge and it is hoped the information he gathers will benefit the Library in the future. These sessions will also be posted in the newsletter.

Library Mural Discussion with Artist

This item was tabled since the artist was ill.

Approve PLA Conference

Director Topper asked the Board for approval to attend a 3-day PLA conference in Nashville which is already budgeted. She said many Directors or department heads attend this conference. Ms. Topper said the many vendors, products, grant information and contacts provide value to the Library. Board members would also like to see staff members attend similar events for career development. They discussed other events staff could attend. The Board asked for a plan showing how the acquired information would be disseminated and how it is tied to strategic goals. They also discussed costs of staff attending events and Ms. Topper said she could get free passes for an upcoming event in Chicago which would only leave transportation costs.

After discussion, Ms. Rodriguez moved to approve Director attendance at the PLA conference at a cost of about \$1,705. Ms. Brendich seconded. Roll call: Brendich-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes. Carried 8-0.

Schedule Date for Executive Session Review

The Board will meet prior to the next Board meeting on February 10th at 6pm for review of Executive Session minutes.

Minimum Wage and Staffing

Ms. Topper said the minimum wage will rise to \$10.00 on July 1st. It was discussed how many employees make less than \$10.00/hour at this time and that the experienced part-time employees will not earn as much as new employees just starting. Ms. Topper will gather information to present to the Personnel Committee so that the increased costs can be budgeted. It was requested to have a chart of all wages so the committee could review. Other aspects discussed were full time vs. part time positions, where open positions are posted and keeping staff under the IMRF limitations. Board members said there is a need to evaluate the current number of personnel and hours worked before any additional staff is hired. The Board decided they would like to see a report of 1) hours by department and how they are allocated, 2) how managers would like to see departments run.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 8:13pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker