

Yorkville Public Library
Board of Trustees
Monday, March 9, 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: Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Darren Crawford-yes, Krista Danis-yes, Ryan Forristall-yes, Theron Garcia-yes

Absent: Julie Brendich, Susan Chacon

Others Present:

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

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

Amendments to the Agenda: President Crawford added to New Business a discussion regarding “library response to corona virus”.

Minutes: February 10, 2020 Special Board meeting and February 10, 2020 Regular Board Meeting
Mr. Crawford made a motion to approve the February 10, 2020 Special Meeting and regular Board meeting minutes and Ms. Garcia seconded.

Roll call: Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes. Carried 7-0.

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

Ms. Topper said a disc repair and cleaning machine was purchased for \$1,152.75 to clean DVD's and CD's.

Payment of Bills

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

\$21,530.05 Accounts Payable

\$38,945.63 Payroll

\$60,475.68 TOTAL

Roll call: Walter-yes, Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes. Carried 7-0.

Report of the Library Director:

Ms. Topper reported the following:

1. Sound Inc. was called for service and found that cameras are not working.
2. Commercial vacuum purchased for maintenance staff at cost of \$600, which was previously discussed and suggested at Facilities Group Network meeting.
3. Employee has resigned from Youth Services, ad was placed in *Kendall County Record*.
4. Community survey has resulted in 174 responses so far, with majority being done on-line. Survey will appear in March water bill. Ms. Topper will provide a report in April.
5. Ms. Topper thanked Board for authorizing her attendance at PLA conference that 4,000 people attended. She will report to the managers and hopefully implement some of the ideas. She was able to go a day ahead and attended a second day of the conference.
6. Director spoke with Algonquin librarian regarding 'run' as a fundraiser that was organized through the ILA. Report will be given to Board in April or May.
7. Friends of the Library have been cleaning library shelves, working with department managers.

City Council Liaison: None

Standing Committees:

Finance Committee

A Finance meeting was held just prior to this meeting and the discussion will be reported under New Business.

Unfinished Business:

Meeting Room Policy

Changes were made to the policy from feedback at the last Board meeting and Ms. DeBord detailed the changes and additions that were made. President Crawford then moved and Ms. Garcia seconded to adopt the policy with the recommended changes. Ms. Rodriguez also questioned the number of people allowed in the room by law, which is 149 people seated. Roll call: Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes. Carried 7-0.

New Business:

Library Budget

The Finance Committee discussed the budget just prior to this Board meeting. It was noted that the Library budget historically has a deficit, which is again projected for 2021 through 2025, but the Library has usually ended in the black. A fund balance of \$20,000 is projected for 2020. President Crawford moved and Mr. Walter seconded the motion to adopt the budget as presented. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes. Carried 7-0.

Security Cameras Upgrade

The software for this system is from 2007 and Ms. DeBord said the camera quality is inadequate. Staff would like to upgrade to digital from analog. This system includes the key fobs, motion cameras and telephone hardware. The burglar alarm is separate. Ms. Topper said 7 cameras are malfunctioning and Sound Inc. will replace those at no charge, but they will be analog. The present cameras do not move and it was suggested that a camera system that has a 360 degree view would require fewer cameras. Ms. DeBord also noted she cannot access the program which controls the employee key fobs. Trustees Hedman and Walter will examine the system prior to quotes being obtained for a possible new system. In the meantime, it was decided to have the malfunctioning cameras replaced at no charge under the current contract.

Reminder: Return Economic Indicator Forms

Ms. Topper reminded Trustees to return these forms.

Library Response to Corona Virus Response

President Crawford noted that the City will follow the school response. Liaison Transier said the Police Chief will implement a plan which will be discussed at City Council. Mr. Hedman asked if any signage is displayed in the Library. Currently there are sanitizers at the front desk and on all computer desks. It was noted the virus remains on the books for a time and it was suggested that books and DVD's should be wiped after return. Additional and more rigorous cleaning procedures and sanitization were recommended and cleaning staff has been given instructions. Ms. Topper asked how staff would be paid if the Library is shut down and Ms. Garcia said a communicable disease policy is needed. Board members said the Library should be a source of facts from WHO and CDC and a 1-page health department handout should be placed at the desk.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 7:45pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker