

APPROVED 5/11/20

Yorkville Public Library
Board of Trustees
Monday, April 13, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Library Board of Trustees meeting was called to order at 7:00pm by President Darren Crawford.

President Crawford stated that Governor Pritzker had signed executive order #2020-07 on March 16, 2020 to relieve requirements for in-person attendance at meetings requiring a quorum, in response to the corona virus outbreak. This allows the Board to hold a meeting electronically. Tonight's meeting is being conducted through a Zoom platform.

Roll was called and a quorum was established.

Roll Call: Ryan Forristall-yes/remote, Theron Garcia-yes/remote, Jason Hedman-yes/remote, Wamecca Rodriguez-yes, Russ Walter-yes/remote, Julie Brendich-yes/remote, Susan Chacon-yes/remote, Darren Crawford-yes

Absent: Krista Danis

Others Present:

Library Director Elisa Topper; Technical Services Director Dixie DeBord/remote, Circulation Manager Sharyl Iwanski-Goist/remote, Youth Services Director Jennette Weiss/remote, Director of Adult Services Shelley Augustine/remote, Alderman Dan Transier/Liaison

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

Amendments to the Agenda: None

Minutes: Finance Committee-March 9, 2020; Board Meeting-March 9, 2020; Board Meeting-March 19, 2020

Mr. Walter noted a correction to the March 19 Board minutes, page 2, “future meetings... need to be **posted** on a website...”

President Crawford moved and Ms. Rodriguez seconded the motion to approve all minutes as written with the correction noted.

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

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Treasurer Chacon reported the budget is at 92% of the year with two categories being over budget—Travel & Lodging and Outside Maintenance. Board members were asked to review the budget and President Crawford moved and Trustee Garcia seconded the motion to approve payment of the bills:

\$21,118.69 Accounts Payable

\$38,716.84 Payroll

\$59,835.53 TOTAL

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

Report of the Library Director:

Director Topper reported the following:

1. Library has shifted from physical to virtual while the Library continues to be closed.
2. Library now has their own Zoom account for holding electronic meetings. The Friends had a meeting using Zoom and it will be used for some of the programs.
3. Storytime has begun on Facebook.
4. Patrons are downloading materials and those with fines have been unblocked to maintain their access.
5. Staff is using their time to research future programs and webinars are being used for staff development.
6. All staff are in contact.
7. As of now, all programs are canceled through May 1.
8. Twenty persons have been issued virtual library cards, allowing access to all resources.
9. State Library has made exception allowing Library to issue library cards to non-residents to have a temporary card until the Library is reopened.
10. The summer ALA conference has been moved to 2021.
11. Reaching Forward conference canceled.
12. PUG Day, for staff development, is still scheduled for September.
13. Director Topper is coming to Library one day a week for bills, etc.
14. Building inspections all on hold.

Ms. Garcia thanked the staff for all their hard work and Mr. Walter thanked them for the Facebook programs.

City Council Liaison: No report

Standing Committees: No report

Unfinished Business:

Security Cameras Update

Sound Inc. replaced the 7 malfunctioning cameras that were under warranty.

Air Handler Part Replaced

RJ O'Neil has come 3 times to determine the cause of the air handler shutdown and replaced a part. It shut down again and O'Neil said to call when it occurs again. Ms. Topper said she has received 3 invoices, but will negotiate the charges.

Community Survey Update

The survey has been sent out with the water bill and in addition, 74 paper copies were received. Ms. Topper said she reposted it on Facebook and the total before reposting was 192. She would like to extend it 2 more weeks for more feedback and give a report in May. The Board discussed how best to input the remainder of the survey results to have the final report ready in May. Ms. Topper also noted she is looking ahead to the eventual re-opening of the Library and measures that will be needed for staff and public safety.

New Business:

Approve Resolution – Non-Resident Fee Cards

This is a yearly resolution that must be passed by the Board. It regulates non-resident cards and uses the tax bill method for the fee. President Crawford moved and Ms. Rodriguez seconded the motion to adopt the resolution authorizing non-resident library cards. Roll call: Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 8-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:37pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker