

**APPROVED W/ CORRECTIONS 9/14/20**

**Yorkville Public Library**  
Board of Trustees  
Monday, August 10, 2020 7:00pm  
902 Game Farm Road – Library Board 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, Susan Chacon-yes, Darren Crawford-yes, Theron Garcia-yes

Absent: Julie Brendich, Ryan Forristall

**Others Present:**

Library Director Elisa Topper, City Council Liaison Daniel Transier

**Recognition of Visitors:** President Crawford recognized the Director and guest.

**Amendments to the Agenda:** None

**Minutes:** July 13, 2020

Mr. Walter noted one correction on page 3, “E-Rate Project Update”--it should say that S&G will add access points, rather than Comcast adding them. Mr. Crawford then moved and Ms. Garcia seconded to approve the minutes with this correction. Roll call: Rodriguez-yes, Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes, Hedman-yes. Carried 6-0.

**Correspondence:**

A thank you card was read from a recent winner of a Kindle and a thank you was read regarding the purchase of new books celebrating people of color. A request was also received from an individual for additional computer time for personal matters and Director Topper granted the request in a letter.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Hedman presented the report highlights. He said there were Covid-related expenses and small repairs etc. Half of the property taxes have been received, fines/subscription cards are under budget and expenses are on track.

**Payment of Bills**

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

\$18,562.80	Accounts Payable
\$35,573.61	Payroll
\$54,136.41	TOTAL

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes.  
Carried 6-0.

**Report of the Library Director:**

Director Topper presented the following highlights:

1. A staff member went home ill, a later test proved negative for Covid. Ms. Topper shared a flow chart regarding protocol if a staff person tested positive.
2. A part in the Telecomm room was replaced at a cost of \$1,625.50. Ms. Topper questioned the labor costs and a rep will come to discuss the charges.
3. Jennette Weiss is developing a new teen program/volunteer projects from home and will attend the next Board meeting to present.
4. Four new employees have been hired, plus one former staff member.
5. First draft of Marketing Plan presented.
6. Worked with Mr. Hedman and bonding company, rate has increased greatly.
7. Wireless system completed, thanked Mr. Walter for being present during process.
8. Curbside service has dropped to about 3 per day (had been 450 per *month* prior to the reopening).

The Covid-related flowchart was discussed and it was determined that the Board needs to adopt a policy for liability reasons. Ms. Topper and Ms. Garcia will obtain more examples of guidelines. Contact tracing, paying employees during quarantine and building disinfecting were other aspects discussed. Mr. Crawford will contact Ms. Brendich to schedule a policy meeting.

**City Council Liaison:** No report

**Standing Committees:** None

**Unfinished Business:**

**Reopening Update**

The library reopened July 13<sup>th</sup> related to the Covid pandemic. A welcome desk was set up, mask compliance was monitored and overall, patrons followed the rules. The Friends sat at the desk after the initial reopening days and Ms. Topper thanked them for their assistance.

**Dedication Plaques**

Plaques were purchased for the Howard Wolfe quiet reading room and for Daniel Chacon's Eagle Scout project.

**Landscaping Project Proposals**

Ms. Topper has obtained four proposals for landscaping around the new digital sign and the Garden Club will contribute \$500. The Board discussed the quotes and specifications received and it was decided that more information and sketches were needed. The top 3 companies will be invited to the next meeting.

**New Business:**

**Marketing Plan (Draft)**

Ms. Topper said this is a draft so the Board and managers can provide feedback. She noted the need for consistency in branding and there should be a redesign of the website. Board discussion included:

1. Community partnerships/engagement/relationships with other organizations. Should have been part of new teachers' breakfast with library giveaways, etc.

2. Library should become a resource, i.e. virtual storytimes/temporary homework hotline/tutoring service? Prove value of library to the community, promotion of library services.
3. How will goals be measured?
4. Community outreach person for library? Look at staffing, determine needs first.
5. Need for maintenance person or engineer-type person who can do equipment resets, etc.
6. Promote census so funds are directed to library.
7. Should be election hub/promote 100 years of women's voting rights.
8. Discussion of website re-design.
9. Ms. Topper will revise the Plan and bring back to the next meeting.

### **Metronet Business Agreement**

Mr. Walter said discussions with Comcast have indicated that a \$100 installation fee not included in the original order caused the unexplained project rejection. In the meantime, Metronet presented the library with a proposal for service that would be much faster than Comcast's. He also said the phone system needed an upgrade and had been down recently because a Comcast router was not powered up. He said the cost of Metronet's 1 Gig service was \$295 and they would offer 2 months free. Mr. Walter said Metronet's proposal is not e-ratable because it is a business service.

If the library chooses Metronet, Sound Inc. would still service the cameras. At this time they do the phones and cameras.

Mr. Walter said there are 11 months left on the Comcast contract and the Board asked about the cost of breaking the contract. Metronet would require a 3-year commitment, however, Mr. Hedman asked that a 1-year should be requested since they are a new provider and still building their infrastructure. It was decided that a final decision would not be made until more information is obtained. Mr. Walter will inquire about the information needed and if Metronet has an early termination fee.

**Executive Session:** None

**Additional Business:** None

### **Adjournment:**

There was no further business and the meeting adjourned at 8:28pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker