

Yorkville Public Library
Board of Trustees
Monday, July 12, 2021 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call:

Tara Schumacher-yes, Sue Shimp-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-(arr. 7:04pm)

Staff Present:

Library Director Shelley Augustine, Director of Technical Services Dixie DeBord, Director of Adult Services Genevieve Hix

Others Present:

City Council Library Liaison Jackie Milschewski, Friend of the Library Judy Somerlot, Friend of the Library Tiffany Forristall, Daniel Chacon, Cesar Chacon, Alisa Hansen from Verde Energy Efficiency Experts

Recognition of Visitors:

President Crawford recognized staff and guests.

Amendments to the Agenda:

Mr. Walter asked to have Presentations moved up under Amendments to the Agenda on future agendas.

Minutes: June 14 Board of Trustees, June 21 Physical Facilities Committee, June 30 Policy Committee

Ms. Garcia moved and Mr. Crawford seconded to approve all sets of minutes as presented. Roll call: Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes. Carried 9-0.

Correspondence:

Ms. Augustine received a letter of thanks for the purchase of some books promoting diversity and inclusivity.

Public Comment:

Ms. Somerlot reported the following:

1. Friends meeting held this morning with 15 in attendance, welcomed new Adult Services Director Genevieve Hix.
2. Approved \$800 expenditure for the pop-up library.
3. There were about 26 people representing the library, who walked in the July 4th parade.

4. Grassroots team gave update at Friends meeting, have \$300 in donations for sign purchase.
5. Used book sale has outgrown the meeting room and will be expanded to other locations in the library.
6. Teen program / intern librarians will be reading to children.
7. Friends of the Library member Betty Popovich passed away. She had volunteered at many library events. Contributions in her name will be directed to the library and a brick with her name will be purchased for the courtyard.

Tiffany Forristall is coordinating a YPL Community Fest and reported the following:

1. She met with library staff members regarding this event and a partnership will be formed with the schools, city and Parks & Rec.
2. This event will be held in place of the ice cream social and will be from 11-3pm in September which is Library Card Month and Food for Fines Month. With the donation of food, late charges will be subtracted from what patrons owe.
3. Food trucks will be invited to participate with the hope of them donating 10% of their sales to the library.
4. A raffle will be held and a map will be provided for the various stations/activities.
5. Request for Board of Trustees to volunteer.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Chacon said a new voltage board was purchased for \$3,972.35. She will also research possible missing Nicor bills. Half of the property taxes have been received and the remainder will come in September. She noted the development fees are up by 17%. Mr. Walter commented that the e-rate consultant believes the library has not received all the rebates owed from Comcast, so the consultant will research this.

Payment of Bills

President Crawford moved and Ms. Garcia seconded the motion to pay the following expenses:

\$24,263.02 Accounts Payable
 \$34,073.80 Payroll
\$58,336.82 Total

Roll call: Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes. Carried 9-0.

Report of the Library Director:

Programming

Director Augustine reported the following: foot traffic increased 31% in May, program attendance was up 297% and 134 new library cards were issued in May. She shared information of the various upcoming programs and also noted that a graduation ceremony for “Girls Who Code” was held after the 13-week program taught by the daughter of former Board member Wamecca Rodriguez.

Outreach

Ms. Augustine thanked Mr. Crawford's daughter for organizing the July 4th parade entry. The meeting room has been booked by an Illinois representative for a town hall meeting and a blood drive is scheduled in conjunction with the Chamber.

Reports

The annual IPLA report was submitted in June and the per capita grant was received for about \$25,000. The circulation department has purged 796 expired cards since the library pays for the PrairieCat membership based on the number of cardholders.

Library Operations

Ms. Augustine detailed the various chiller services recently performed, a list of building maintenance issues was given to Trustee Forristall for the Facilities Committee meeting, and building phones and internet were switched to Metronet July 1. The city flushed the water lines so the water fountains could be restored following Covid guidelines. Library staff is looking at possibly expanding library hours.

Staff and Training

Director Augustine welcomed the new Adult Services Director Genevieve Hix who brings many skills to the library. Ms. Augustine continues to attend Director University classes. A pop-up library was suggested by Ms. DeBord and the Friends will finance the idea upon Board approval. A tent and other equipment would be purchased to be able to attend events where staff will sign-up residents for library cards and other services. They hope to do this once a week and will schedule according to upcoming events beginning with Hometown Days. Parks and Rec has agreed to let the library use their hotspots for a trial run. Ms. Shimp suggested giving away some of the books left from the book sale during these events.

City Council Liaison:

City Council is currently discussing a plan for locating solar panels at various locations including possibly the library roof. Board members said they had some concerns about the weight of the panels and asked Ms. Milschewski to keep this in mind in further City Council discussions.

Standing Committees:

Community Relations

Chairman Walter said there was a positive response to the recent meeting held to discuss a district library formation. Approximately 25 attended and there was a Q. and A. session.

Physical Facilities

Chairman Forristall said a list of needs/repairs was compiled by staff with the parking lot restriping and security cameras among the top priorities along with carpet cleaning and window washing. Mr. Crawford suggested coordinating with the schools since they are also updating their camera system. Expert help will be enlisted for proper camera placement.

Policy

Chairman Garcia said 2 meetings were held to revise a tutoring policy and it will be voted on at this meeting.

Unfinished Business: None

New Business:

Leaf Filter Gutter Covers Proposal

Positive references were received for the gutter covers proposed for purchase. Mr. Walter made a motion to approve the purchase of the covers at a cost of \$23,829. Mr. Forristall suggested deferring the purchase to focus on the list from staff of needed repairs. After a short discussion, Mr. Walter withdrew his motion and this item will be revisited at a later time.

Syserco HVAC Control System

The new computer has been received which Mr. Walter will set up. He will also meet with a company regarding the lighting system.

New Business:

Verde Energy Lighting Proposal

Verde Energy Efficiency Experts representative Alisa Hansen said she is a ComEd contractor who conducts energy efficiency assessments for money-saving opportunities for public buildings such as libraries, fire stations, etc. She recently did a survey of all library lighting and compiled a proposal for the library to become more energy efficient by switching from fluorescent lighting to LED lights. She gave an extensive presentation of the program and how it works, products, etc. She discussed the inside and outdoor lighting and the \$35,000 investment it would require, saying the payback time is 3.5 years. She said the new lighting would last about 15-20 years. Ms. Schumacher asked about the benefits for the library since the library currently does not pay for electricity. Ms. Hansen said benefits and factors are sustainability, \$60,000 yearly electricity costs if the library becomes a district and maintenance and replacement of bulbs. She added that the library lights are coming to the end of their life span.

Ms. Millen said there is a local company that does this type of program and suggested that additional bids should be obtained due to the amount of money. She said her company did this type of conversion and the benefit came from the bulbs purchased. Mr. Reifsteck said a conversation with the city would also be needed since they pay for electricity [through a franchise agreement]. Ms. DeBord said a monthly ComEd statement is received by the library which shows how much the costs would be if the library was paying for the electricity. Mr. Forristall asked if the new city hall might require more of the pool of money from the franchise, possibly resulting in the library paying for electricity. Follow-up with the city will be needed regarding the franchise and the Board will discuss further next month.

Board Officer Elections

A slate of officers was determined at last month's meeting with the following nominations: Susan Chacon for Treasurer, Russ Walter for secretary, Theron Garcia for Vice President and Darren Crawford for President. Others were invited to submit names, but there were no additional nominations. Mr. Walter moved to approve the nominations as presented [he stated the names] and Ms. Garcia seconded the motion. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes. Carried 9-0.

Schedule Staff In-Service Day in September - Close Library for the Day

Ms. Augustine requested to close the library for one day on Friday, September 24th for professional development. Among the activities will be a review of safety procedures and technology instruction. Trustee Garcia moved to approve the in-service day with a second by Mr. Walter. Roll call: Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 9-0.

Approve Tutor Policy

The Policy Committee revised the policy for approval at this Board meeting. One component states that no money is allowed to exchange hands in the library. Ms. Milschewski noted that in the past, teachers could not use the library for tutoring and be paid for their services. The Board felt this policy will greatly assist the community. There was also a brief discussion regarding people who may want to

conduct business at the library. Ms. Shimp stated that it's important to put this policy/changes in writing and make teachers aware. Mr. Crawford made a motion to adopt the policy as presented and Ms. Garcia seconded. Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 9-0. Director Augustine will provide a revised copy to all Trustees at the next Board meeting.

Mr. Walter noted that a policy is also needed for remote work at the library.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:40pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker