

Yorkville Public Library
Board of Trustees
Monday, October 11, 2021 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:00pm by Vice-President Theron Garcia, roll was called and a quorum was established.

Roll Call:

Theron Garcia-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Sue Shimp-yes, Russ Walter-yes, Susan Chacon-yes, Ryan Forristall-yes

Absent: Rosie Millen, Darren Crawford

Others Present:

Library Director Shelley Augustine, Friends of the Library Judy Somerlot and Daniel Chacon

Recognition of Visitors: Vice- President Garcia recognized the Director and guests.

Amendments to the Agenda: None

Presentations: None

Minutes: September 8, 2021 Policy Committee; September 13, 2021 Board of Trustees

Mr. Reifsteck made a motion to approve both sets of minutes as presented and Mr. Walter seconded.

Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes. Carried 7-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Somerlot thanked Ms. Augustine for the excellent job at the Community Fest and also thanked the Board members who volunteered. The final total for the used book sale was \$8,721.25. She reported on the items approved for purchase at the Friends' meeting including a kids' 3-D printer, money for winter reading challenge, the new chair yoga program to start in November and a page in a publication available at checkouts. Also, Ms. Somerlot said she is compiling a Friends of the Library Directory. A holiday lunch for the Friends and library staff was approved and new Friends officers were recently named with Tiffany Forristall as the new President.

Staff Comment: None

Mr. Walter commented that the library staff and Tiffany Forristall did an outstanding job at the Community Fest.

Report of the Treasurer:

Financial Statement

Treasurer Chacon reported the budget is at 42% of the FY and 97-98% of the revenue has been received. Expenses are in line with the budget and development fees continue to be high and are already at 120% of the budget.

Payment of Bills

Ms. Chacon made a motion to pay the bills as follows and it was seconded by Ms. Garcia:

\$13,994.89 Accounts Payable

\$37,716.95 Payroll

\$51,711.84 Total

Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes. Carried 7-0.

Report of the Library Director:

Ms. Augustine said Tim Evans and the Parks & Rec staff provided excellent assistance at the Community Fest and Mr. Evans handled many parking issues that day due to a baseball game. She and another staff member took advantage of the ballgame and handed out fliers to those attending and invited them to the library. Mr. Tim Shimp was a guest reader which also brought many people to the upper level. Director Augustine said next year the event will be held after school is out to kick off summer reading. She thanked Ryan and Tiffany Forristall for their help in the parking lot. She said 477 food items were collected in place of book fines.

Other events at the library: art and poetry program was held in September, Newark Pharmacy asked the library to do a storytime, Ms. Weiss has brought back a themed Lego program, will participate in Biz Boo, will have a Halloween program and staff will hold a costume contest. Three new hires are exceeding expectations and have volunteered to teach a computer class and also started a Harry Potter book club. Ms. Weiss is holding a webinar regarding affording college, Ms. Hix is doing chair yoga, starting a walking book club and a book buddies reading group for A.I.D. clients. Library staff is looking at joining a virtual Illinois Libraries Presents which will offer social justice issue programs and provide marketing material. The approximate cost is \$350-\$375 for 6 months and Ms. Augustine will place this on next month's agenda. Ms. Hix contacted the senior center to partner with them for a speaker on dementia.

Syserco has scheduled November 1 to come to the library regarding the Building Automation System work. The phone system is installed and all issues are resolved. A leak was repaired in the children's department, gutter clogs were removed and burned out bulbs replaced. R.J. O'Neil calibrated a sensor on the chiller and will replace a part. The carpets were cleaned and the website went live October 5th. Ms. Hix applied for a grant which was awarded in the amount of \$9,280. It will be used for purchasing 10 hotspots, hotspot kits and other related items. Ms. Hix reached out to the Food Pantry who will inform their clients these kits can be checked out and she will develop policies for their use.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

Camera System Proposals

Mr. Walter provided an update to the previous proposal. The update would add 6 cameras at a cost of about \$3,600. These cameras would not be connected to the new system, but added to the previous one and a Griffon representative said it would be OK to connect the old system to the new. This would avoid having to monitor 2 systems. A power-over ethernet switch would also be needed at a cost of \$1,500. Another alternative is to purchase new cameras as the budget allows. Upon acceptance of the proposal, the Board must pay 55% of the cost upfront. Mr. Forristall said there is also a need for maintenance support. Ms. Chacon said \$15,000 could come from “computers and software” and the rest of the funds could come from other sources. Trustee Reifsteck suggested not placing old cameras on the new system.

Mr. Walter made a motion to approve the Griffon system proposal for 6 new cameras, server and encoder at a cost not to exceed \$18,000 and leave the remaining old cameras in place for now. Mr. Walter will obtain a revised proposal for the next meeting. Ms. Schumacher asked if the Library would still be paying Sound Inc. for service for the old system. They are now paid per call. Ms. Garcia then seconded Mr. Walter's motion. Roll call: Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes, Reifsteck-yes. Carried 7-0.

Tax Levy

Finance Director Fredrickson prepared the levy info and Mr. Walter explained how the levy is determined. The library always asks for the maximum of .15% but usually receives less due to a tax cap. There are two components to the amount requested: library operations and debt service. He said the bonds will be paid off in 2025. At that time, justification will be needed to keep the current level of taxes which could be accomplished through hiring additional staff or increasing hours. The tax levy will go to Public Hearing on October 12 at the City Council meeting. The library operations amount to be requested is \$934,994 and debt service of \$847,313. Mr. Walter moved, seconded by Ms. Garcia, to approve the tax levy as presented. Roll call: Shimp-yes, Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes. Carried 7-0.

New Business

HVAC Duct Cleaning Proposal

Director Augustine said R.J. O'Neil has recommended the duct work be cleaned since it has never been done. Mr. Forristall recommended that the ducts should be cleaned every 5 years, but he will check to be certain. He said it would provide longevity to the filters and prevent having to replace expensive parts. This will be tabled until a future meeting for Mr. Forristall's findings.

Library Closings for 2022

Library Board Meeting Dates for 2022

Ms. Augustine said these dates must be approved every year. She also noted the observance of 2 holidays that do not coincide with that of the city. Ms. Garcia made a motion to approve the Library Closings for 2022 and she also moved to approve the Library Board Meeting Dates for 2022. Mr. Walter seconded both motions. Roll call: Walter-yes, Chacon-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes. Carried 7-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:59pm.

Minutes respectfully submitted by Marlys Young, Minute Taker