

Yorkville Public Library
Board of Trustees
Monday, November 8, 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:

Rosie Millen-yes, Theron Garcia-yes, Ryan Forristall-yes, Darren Crawford-yes, Susan Chacon-yes, Russ Walter-yes, Sue Shimp-yes, Tara Schumacher-yes

Absent: Bret Reifsteck

Others Present:

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

Recognition of Visitors:

President Crawford recognized the Director and guests.

Amendments to the Agenda:

Russ Walter asked to amend the agenda under New Business and include a discussion regarding a referendum to increase the tax levy. He said the current funds are being depleted due to minimum wage increases, wage compression, proposal to create another full-time position and maintenance issues. No decisions will be made at this meeting.

Presentations: None

Minutes: October 11, 2021

Mr. Walter made a motion to approve the minutes as presented and Ms. Garcia seconded.

Roll call: Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes, Schumacher-yes, Millen-yes. Carried 8-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Somerlot reported the following. A new directory listing all Friends of the Library was updated and distributed, \$1,655 was approved for several items including walkie talkies to use during events such as Community Fest. Chair yoga classes filled up quickly and additional money was approved to hold them weekly in January. Money was also approved for many other programs including "Illinois Libraries Present". Plans for the February 6 mini-golf fundraiser are underway and volunteers will be needed. The staff and Friends Christmas lunch will be December 13 and Board members were invited as well. She also reported on the money made at the book sales and said a total of over \$100,000 has been raised for library programs and books.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Chacon highlighted some of the bills for the month. The budget is at 50% of the year and development fees are at 144% of the year.

Payment of Bills

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

\$35,949.28 Accounts Payable

\$61,150.93 Payroll

\$97,100.21 Total

Roll call: Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes, Schumacher-yes, Millen-yes, Garcia-yes. Carried 8-0.

Later in the meeting President Crawford questioned the budget entry showing a 400% increase in subscription cards. That is a year-to-date figure.

Report of the Library Director:

Director Augustine reported the following:

1. Ms. Hix created 2 new programs—Chair Yoga and Rolling Readers. Started Reading Buddy club with A.I.D. group.
2. Held Halloween costume party/contest, took part in Chamber BizBoo with 70 kids. She thanked Wrigley for the candy donation.
3. The Library is closed for Veterans' Day.
4. Partnering with YPAC for storytimes.
5. Ms. Weiss will have webinar “Paying for College Without Going Broke”, planning for Polar Express. Reading Buddies group over holiday with help from teens, also planning New Year's Eve party.
6. Director Augustine gave tour to state representative.
7. Former Board member Wamecca Rodriguez asked to place another 'period poverty' collection box in the library lobby.
8. Contacted school superintendent Tim Shimp to schedule meeting for partnership.
9. City maintenance person comes often to do maintenance, unclogged gutters, cleaned roof, etc.
10. Service Specialist from Syserco installed software on computers and will install modules.
11. City installed “No Parking Fire Lanes” signs to alleviate traffic issues. Had a recent incident where a high school student bumped the legs of Ms. Weiss with his car while she was placing barricades. A workman's claim was filed as a result and the school and police were notified.
12. Ms. Hix added items such as high visibility keyboard, etc. with Friends' donations. She also created reminiscence gifts for caregivers and those with dementia.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

HVAC Duct Cleaning Proposal - Update

After doing research, Mr. Forristall recommended the ducts be cleaned due to the current Covid-19 pandemic and said the price quote from R.J. O'Neil seemed reasonable. He said the cleaning could be this year or next year, then every 3-5 years. This item will be worked into the budget.

Camera System Proposal – Update

A motion was made by Mr. Walter to purchase an ethernet switch for the camera system in the amount of \$1,650. Mr. Crawford seconded. Roll call: Shimp-yes, Schumacher-yes, Millen-yes, Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes. Carried 8-0.

New Business

Illinois Libraries Present Intergovernmental Agreement

Ms. Augustine said a state-wide co-op was formed to create on-line programming for all libraries. The cost is on a sliding scale dependent on the library operating budget. This library falls into the \$375 range for 6 high-quality, virtual programs in 6 months. The committee does all the marketing. The Friends will pay for the first 6 months of this pilot program, which requires Board approval. If more libraries participate, the price decreases.

Ms. Garcia moved and Ms. Chacon seconded to adopt this intergovernmental agreement. Roll call:

Schumacher-abstain, Millen-yes, Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes.

Carried: 7 yes, 1 abstain.

Library Director Succession Plan Draft

This plan covers the short or long-term absence of a Director. It designates who would assume the duties, contains emergency contacts, vendor list, passwords, annual milestones for Board meetings and more. Ms. Augustine also asked what month should be designated for the Director evaluation. It was decided it would be after the first 6 months and then yearly. This item will be placed on next month's agenda so the Board can review it in the meantime.

Serving Our Public, 4.0 Standards for IL Public Libraries

Ms. Augustine said this document defines the standards and laws the library must follow to provide service to patrons. Portions of it must be reviewed by the Director and the Board before she files the per capita grant application in January. She said most of the standards are already met and some are being improved including by-laws and library policies. Ms. Augustine said she would like to explore hiring a full-time marketing and outreach coordinator and will reach out to the Finance Director for budgeting options. Mr. Walter said information for a FOIA request should be included in the camera policy. Director Augustine said more chapters will be reviewed next month.

Discussion for Referendum to Increase Tax Levy (amendment to agenda)

Mr. Walter said the Library has never requested an increase to their levy of .15% and said it might be time to do so, due to staffing needs, minimum wage requirements, building maintenance and to stay competitive. He hoped to wait until 2025 when the bonds are paid. He provided sample increase information and what amount of money it would yield. He said the library attorney would need to be involved in the process and city hall approval is also needed to have a referendum on a ballot.

Ms. Schumacher said she would not be comfortable with a referendum due to inflation, higher taxes and it is not feasible to ask the taxpayers. Mr. Crawford asked if there are alternatives and other funding options. Ms. Augustine has asked Ms. Hix to look at grants, however, they are small and not sustainable. When the bonds are paid, the levy will decrease. Mr. Forristall pointed out that a new chiller will need to be purchased in the future and must be budgeted. He also asked about a timeline if the Board decides to pursue an increase. President Crawford asked all Trustees to think about options.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:08pm.

Minutes respectfully submitted by Marlys Young, Minute Taker