

**Yorkville Public Library**  
Board of Trustees  
Monday, September 12, 2022 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:02pm by President Darren Crawford, roll was called and a quorum was established.

**Roll Call:**

Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Bret Reifsteck-yes, Sue Shimp-yes, Keri Pesola-yes, Tara Schumacher (arrived 7:21pm)

Absent: Jackie Milschewski, Rosie Millen

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Russ Walter, Friends of the Library Sharon Mix and Daniel Chacon

**Recognition of Visitors:**

President Crawford welcomed staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Minutes:** August 8, 2022

The minutes were approved as presented on a motion by Ms. Garcia and second by Mr. Crawford.

Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Shimp-yes, Pesola-yes. Carried 6-0.

**Correspondence:** None

**Public Comment:** None

**Friends of the Library Report:**

Ms. Mix reported on the recent used book sale. She said 29 volunteers and members of the high school girls' softball team assisted with the setup. The book sale will continue in the library for a short time and the profits so far have been \$7,250. All books were reduced to \$1.00 each this year. During the book sale, a woman from the Chass Foundation asked Ms. Mix if the Foundation could have the remaining books to send to a small town in Nigeria to start a library. There are 132 boxes of books remaining and approval was given to her.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

In the absence of the Treasurer, Ms. Augustine summarized the report. She provided information about some of the larger invoices and said the Nicor gas bill is still excessive and will be discussed later in the meeting.

**Payment of Bills**

President Crawford made a motion to pay the bills as follows and Ms. Garcia seconded:

\$17,123.10 Accounts Payable

\$43,558.40 Payroll

**\$60,681.50 Total**

Roll call: Forristall-yes, Garcia-yes, Reifsteck-yes, Shimp-yes, Pesola-yes, Crawford-yes. Carried 6-0.

**Report of the Library Director:**

Director Augustine reported the following:

1. Computer classes for seniors have begun with a focus on Microsoft Word. Facebook basics will also be taught. Both classes are being taught by Mike Curtis.
2. Second annual Art and Poetry Day scheduled for Saturday, September 17.
3. Mike Curtis has started a Health & Wellness series with speakers from Northwestern Medicine. First workshop is September 28<sup>th</sup>, focusing on teens and adults.
4. Mike Curtis has added 2 more book clubs: horror and cooks & books.
5. Staff members did pop-up visit at Cedarhurst and Heritage Woods, reaching out to people who cannot get to the library.
6. Director attended Grande Reserve Block Party and signed up 4-5 people for library cards.
7. Steven Raasch & Ms. Augustine did a walk-through with the proposed cleaning company. They will be hired month to month pending approval tonight and the service will eventually go out to bid.
8. Griffon Systems installed 6 more cameras in high-traffic areas due to more problems with teens vandalizing bathrooms. School officials were able to identify offenders from security cameras and will not allow students to use the library during the day. Continued problems may result in a ban for those students or charges could be filed. School staff has been excellent in addressing the problems.
9. Ms. Augustine spoke with a rep from the Kendall County Youth Employment Program and she will interview a student for internship which is a 12-week paid program. An interview is being scheduled and Ms. Augustine has created a program for this position.
10. The current custodians have received letters that their last day of work is September 30<sup>th</sup>. A proposal for a cleaning service will be discussed later in the meeting.
11. Director Augustine attended Chamber of Commerce luncheon. She spoke with a *Kendall County Record* reporter and asked for coverage of library programs. She also spoke with Tim Shimp who said the schools are upgrading their cameras and he offered the cameras to the library.
12. Ms. Augustine spoke with YEA (Yorkville Education Association) president and they will have a ribbon-cutting ceremony for the Storywalk tentatively on September 27<sup>th</sup>. She encouraged attendance.
13. Parks and Rec will do holiday program and May graduation ceremony at the library due to a need for a larger facility. Library staff will also present a story time for them.
14. Ms. Augustine is now attending the department head meetings at the city each Monday.
15. The library's part-time marketing coordinator has started her position and she met with each department head to determine their needs. She will likely be the lead person for the mini-golf event.

**City Council Liaison:** None

**Standing Committees:** None

**Unfinished Business:**

**New Business:**

**HVAC Repairs & Discussion**

The Director said Facilities Manager Steve Raasch has taken the lead in compiling a repair log. Trico has looked at all facets of the HVAC system and made suggestions of items to do prior to making expensive repairs to the chiller. (Suggestions on page 39 of the agenda packet). In addition, they found 2 actuator motors that have failed, preventing water flow to the chiller. This repair has been made after a quote of \$2,976. Trico finished early and they did more investigating and found a heating actuator valve failure. They replaced that with no further labor charges. Trico also found a waste pipe that was sagging which may have caused the failure of the actuators. They reinstalled a valve that failed in the IT room and it was found the valve was installed incorrectly by R.J. O'Neil and the charges were subsequently credited by O'Neil. The Trico service manager has spent hours at the library and has not billed for those visits.

The gas prices have also been discussed and Mr. Raasch will look at comparisons about usage. Gas use has sharply increased since 2018 and Trico found a boiler setback controller that failed which controls the temperatures and firing rates for the boilers. Two boiler pumps did not operate correctly due to these issues and were replaced or corrected. The boiler temperatures were set to 240 degrees while industry standards are 200-220. As a result, it was causing the boilers to run 24/7. Gas usage should now decrease and will be tracked.

**New Business:**

**Approve Temporary Cleaning Services Proposal**

This proposal is with Imperial Cleaning Services. The library will furnish the cleaning supplies and equipment and they furnish the labor. The cost is \$5,177 a month, 6-days a week and will be on a month-to-month basis for 3-4 months, after which time it will go out to bid by the city. The last day for the current service will be September 30. Mr. Crawford moved and Ms. Garcia seconded a motion to approve Imperial Services Inc. for cleaning for \$5,177 per month. Roll call: Garcia-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Pesola-yes, Crawford-yes, Forristall-yes. Carried 7-0.

**Trico HVAC Semi-Annual Preventative Maintenance**

Trico provided a semi-annual preventative maintenance contract for consideration. The contract would provide spring and fall service at a cost of \$3,408 annually. (R.J. O'Neil was \$4,390 for the year). Building Maintenance person Ted Milschewski would change filters and belts each year and there would be a savings of \$900/year. An optional add-on is to have them check VAV boxes which controls cool/hot air at a cost of \$3,408. Mr. Raasch recommends doing the add-on later. Mr. Milschewski will go through all VAV's at this time. A motion was made by Mr. Crawford and seconded by Ms. Garcia to adopt the HVAC semi-annual preventative maintenance contract for a total of \$3,408 annually. Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Pesola-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 7-0.

**Update & Approve Authority to Spend Financial Policy**

These are proposed changes to the financial policy that would give approval for Director Augustine to spend up to \$10,000 without Board approval, if it's accounted for in the budget. Her current authorized spending amount without Board approval is \$2,500. A second part of the proposed change is to allow Ms. Augustine to spend up to \$5,000 without Board approval, if the item is not in the budget. A third change is to add wording to the policy that states any Board-approved purchase over \$25,000 must go out for bid (per State law). Last, in the case of an extreme emergency, with President's approval or at least 2 Board members, one of them being the Treasurer, would authorize Ms. Augustine to make necessary spends. Ms. Garcia moved and Mr. Crawford seconded the motion to adopt the proposed Financial Policy updates to increase Director's spend from \$2,500 to \$10,000, 2) spend up to \$5,000 for item not in budget, 3) emergency spend with approval of Board President or 2 other Board members—one being the Treasurer and 4) expenditures of \$25,000 must go out to bid and be approved by Board of Trustees. Roll call: Reifsteck-yes- Schumacher-yes, Shimp-yes, Pesola-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 7-0.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 7:46pm  
Minutes respectfully submitted by Marlys Young, Minute Taker