

Yorkville Public Library
Board of Trustees Meeting
Monday, October 9, 2023 7:00pm
Michelle Pfister Meeting Room
902 Game Farm Road, Yorkville, IL

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

Roll Call:

Jackie Milschewski-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes,

Staff Present:

Library Director Shelley Augustine

Others Present:

Kathi Murphy-Friends of Library President, Mike Krempski, Molly Krempski, Daniel Chacon

Recognition of Visitors:

President Garcia recognized staff and guests.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: September 11, 2023

Moved by Ms. Milschewski and seconded by Mr. Hedman to approve the minutes as presented. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 8-0.

Correspondence: None

Public Comment:

Molly Krempski asked how much state funding the library receives. Ms. Augustine reported on this later in the meeting.

Friends of the Library Report:

Kathi Murphy was present as the new Friends of the Library President. She said mini-golf plans have been discussed and it will be held on February 4, 2024. She said they may expand the hours of the event.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Milschewski reported the library carpets had been cleaned at a cost of \$4,000.

Payment of Bills

Ms. Milschewski moved to pay the bills as follows:

Accounts Payable:	\$23,594.04
Payroll:	\$56,507.16
Total:	\$80,101.20

Ms. Garcia seconded. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 8-0.

Report of the Library Director:

In response to Ms. Krempski's earlier question concerning state funding, Ms. Augustine said \$31,761 is received in the state per capita grant. Ms. Krempski also asked the amount of the library budget—it is \$1,866,778.

Ms. Augustine reported the following:

1. An 8th book club has been added.
2. Met with library I.T. person (Lloyd) and Jason Hedman to review some tech issues to renew the fire wall. They discussed creating a tech plan for the next 5-10 years.
3. Fire alarm inspection was done, was coordinated with elevator technician.
4. Closed early for Homecoming parade and library was closed next day for PUG day (in-service training).
5. Carpets cleaned and bathroom floors steam cleaned while library was closed.
6. Received quotes for an exterior surface wash to remove webs and brick weathering, quote is \$3,000. Also requested quotes for window and gutter cleaning.
7. Library is moving under city umbrella for alarm-monitoring. There is a 5-year contract, price is locked saving library \$16/month.
8. Hosted Chamber Women meeting of 35 persons and will host again in November.
9. Library staff attended YEA Storywalk program and over 400 kids attended.
10. ELL (English Language Learners) classes now have up to 30 students and meet 8 times a week-evening and weekend sessions were added.
11. Will be conducting tours for special needs students from the school district.
12. Vocational Ed teacher has reached out to library to have 3-4 students do volunteer work.
13. Ms. Augustine will be attending ILA the week of October 23rd.
14. The e-book platform Access 360 is now called Boundless.
15. A check for \$100 was received from Fidelity Charitable Donor-Advised Fund Grant from a local Family Giving Fund; will purchase items for "Things" collection. A thank you will be sent to the family.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

HVAC Update

Ms. Augustine summarized a report of work done by Trico. Together with Ted Milschewski, Trico checked all the VAV's and made recommendations for other contractors needed, such as the BAS vendor. They said the BAS system is not recognizing some of the VAV's, while others can be repaired. Parts and labor for 6 items is \$2,500 and Facilities Manager Jesus Navarro recommended repairing them now and he will assist in finding a contractor.

Strategic Planning Discussion/Action

At the last meeting, the Board had requested that Ms. Augustine obtain more quotes for a Strategic Plan vendor. She found 2 additional firms to whom she made inquiries. Library Strategies Consulting Group replied with a proposal and the other firm, Rethinking Libraries, did not respond by the deadline. Ms. Augustine compared the new quote with the one presented by Amanda Standerfer a month ago and found the price to be similar. The Director said she had a comfort level with Ms. Standerfer and liked that she is relatively local. After discussion, the Board decided they want the Director to re-contact the company who did not meet the deadline. If there is no response, the Board will consider the 2 proposals they have. President Garcia asked the Board members to prepare questions for next month's meeting.

Future Library Planning/Projects Discussion/Action

Ms. Augustine provided a status summary of the library maintenance projects of most importance at this time. 1) The electrical panel has been started, then drywalling will be done, followed by wiring. The City had a quote of \$2,000, however, Ms. Augustine found a quote for \$500. 2) Chiller replacement: Trico had given a quote to do the specs, however, the Board had reservations about possible conflict of interest and Ms. Augustine obtained 2 more quotes; Mr. Forristall provided some as well. Facilities Manager Navarro is working on these. 3) Mini-split: The quote was presented last month and Mr. Navarro reviewed, giving his OK. Ms. Augustine now needs the Board approval. The cost was \$12,368 for the mini-split and Mr. Milschewski moved to approve and Ms. Garcia seconded. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes. Carried 8-0. 4) Lighting: Verde sent an updated proposal that will be discussed under New Business. 5) Ted Milschewski and Trico conducted the 3 day inspection already discussed. Olsson Roofing inspected the flat roof and said it is in good condition with no replacement needed. The carpeting has been cleaned and will be done yearly.

Approve Updated YPL Board ByLaws

This matter was carried over from last month. Ms. Pesola moved to approve the ByLaws as presented and Ms. Schumacher seconded. Roll call: Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes. Carried 8-0.

New Business:

Lighting Improvements-Verde Energy Efficiency Experts – Discussion/Action

Ms. Augustine updated the Board on this lighting proposal. The quote was originally done in 2021 and now Com Ed incentives are higher, but costs are about 60% higher. The Verde rep said the project would bring the library back up to code and that almost none of the emergency lights are functioning. The LED's should last for 20 years.

The new proposal breaks the project into 4 phases and the incentive for each of the first 2 phases is \$23,209. Phase 3 has a \$7,000 incentive. The 2023 incentives have ended, but new ones will come in January. The Verde rep said if the library signed the agreement now, it would lock the library into that price. Verde's suggestion is for the library to sign a ComEd agreement to lock in incentives and complete Phase 1 and 2. Phase 1 is the entire 2nd floor and stairwell. Phase 2 covers the entire exterior and some fixtures on the first floor. Verde would handle all paperwork and incentives with ComEd. Ms. Augustine said there is \$25,000 in the budget for building improvements

Questions and comments included: Mr. Hedman asked what would occur if the library locks in now and incentives increase in January. Ms. Millen asked if we have bids from anyone else to compare prices. The Board asked that Mr. Navarro obtain a second quote. Ms. Schumacher suggested asking the schools for their vendors. It was noted that the library has to adhere to the prevailing wage. Mr. Forristall asked if Verde is the actual installer or if they sub out the work. The Board will discuss this again next month.

Approve Annual Tax Levy

Treasurer Milschewski said City Finance Director Rob Fredrickson, has estimated the library can levy an additional \$77,731 in property taxes. This is based on 2 components shown in Exhibit A in the packet--new construction at \$32,441 and \$45,289 for inflationary increment (CPI). Another option, Exhibit C, is to levy only new construction and not the inflationary factor, though the library would receive less money. She said the library needs to levy for the most possible. Ms. Milschewski made a motion to levy the maximum of new construction plus CPI and Ms. Garcia seconded. Roll call: Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 8-0.

Approve 2024 Holiday Closures and Board Meeting Dates

The closures have to be approved annually. Ms. Augustine noted that the library is closed on Veteran's Day which falls on the normal monthly meeting date, but the meeting can still be held. Ms. Garcia moved to approve the closures as presented and Ms. Milschewski seconded. Roll call: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes. Carried 8-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:59pm on a motion and second by Mr. Garcia and Ms. Milschewski, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker