

Yorkville Public Library
Board of Trustees
Monday, February 13, 2017, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter.

Roll Call:

Sandy Lindblom-yes, Barb Johnson-yes, Darren Crawford-yes (arr. 7:01pm), Beth Gambro-yes, Russ Walter-yes, Carol LaChance-yes, Wamecca Rodriguez-yes (arr. 7:03pm)

Absent: Kate Elder , Susan Chacon

Others Present:

Library Director Michelle Pfister
Tom Lindblom, Consultant for Painting of Library

Recognition of Visitors: President Walter recognized the guests.

Amendments to the Agenda:

Ms. Lindblom asked to move forward the Unfinished Business/“Painting Bid for Building”.

Minutes: January 9, 2017

Ms. Johnson moved and Ms. LaChance seconded a motion to approve the minutes as presented.
Unanimous voice vote approval.

Unfinished Business (out of order)

Painting Bid for Building

Mr. Lindblom met with Ms. Erin Willrett, Interim City Administrator, and they reviewed and made changes to the bid. She said a formal bid process is not necessary, just that the bids be received by a certain date and time. Mr. Lindblom said three documents will comprise the 'proposal' (as it is called by the City):

1. Legal notice for the newspaper which Ms. Willrett will have published by March 1.
2. List of potential bidders. A list of interested bidders was provided by the City and a proposal package will be sent to them by Ms. Willrett.
3. Timeline of events: contracts opened on April at 2pm, contract to library on April 10th

He said the proposal will specify the type of paint and stain, specific conditions, general conditions, repair, actual proposal, safety and standards, signature of firm and other standard language.

Mr. Lindblom said the job would be awarded to the lowest qualified total bidder. Ms. Gambro asked if the library board could safeguard the “25 year warranty” to avoid problems of the past. The painting contractor will be responsible for the warranty. The Board briefly discussed the paint color and effects of weather, etc. The Board will be responsible for the color choice.

Correspondence:

Ms. Pfister read a thank you note from Anne Engelhardt for the library's support of Kendall County PADS.

Chairman Walter said all Board members should have received an email from Deputy City Clerk Lisa Pickering regarding an economic interest statement that will be mailed to them and must be returned to the Kendall County Clerk by May 1. It asks if the individual Board member has an interest in any company doing over \$5,000 of business with the library.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Treasurer Lindblom reported the following:

Check Register

She highlighted some of the bills for the month and stated the total was \$16,373.83.

There were two payrolls for the month and total disbursements for the month were \$57,251.92.

Budget Report

A small amount of property tax was received and a significant amount in library fines. The fines are received quarterly and patrons cannot check out books if they have fines over \$10. Development fees of \$1,950 were also received. The budget is at 75% of the FY and 93.5% of the total revenue. The total revenue in January was \$7,812. There is \$7,703.58 in Memorials and Gifts and \$6,000 of that is for the Friends.

Cash Statement

No comment.

Payment of Bills

Trustee Johnson moved to pay the bills as follows and Trustee Gambro seconded the motion:

\$24,305.26 Accounts Payable
\$32,946.66 Payroll
\$57,251.92 TOTAL

Roll call: Johnson-yes, Crawford-yes, Gambro-yes, Walter-yes, LaChance-yes, Rodriguez-yes, Lindblom-yes. Passed 7-0.

Report of the Library Director:

Library Director Pfister presented the following:

1. Reported monthly stats, including 124 new patrons
2. \$3,000 bill for Omni books for 1 year
3. Friends had meeting--- \$6,000 was cleared from mini-golf and there were 345 paid golfers
4. Received \$50 from Eleanora Feltz
5. Girl Scouts prepared bulletin board and contributed money to buy books
6. Upcoming programs include Queen Elizabeth & Mind Games
7. Had roof leak repaired by Olsson Roofing
8. Thanked Beth Gambro for service on the Library Board and a brick and book will be donated in her name

City Council Liaison No report

Standing Committees:

Discussed under New Business/Library Budget.

Unfinished Business:

Update on Cost Cutting (tabled until next month)

Painting Bid for Building (discussed earlier in meeting)

Mr. Crawford moved to approve the RFP for painting the library and Ms. LaChance seconded. Unanimous voice vote.

New Business:

Approve 2017/18 Library Budget

Ms. Lindblom said the Finance Committee recently met and proposed the budget which was given to the Trustees. The budget can be approved at the March meeting and she presented the highlights that included a recommended 3% salary increase for both full and part-time personnel. It would also increase the budget by \$250,000 to include being open one more hour per day during the school year and three hours on Sunday. President Walter noted that more part-time employees might need to be hired since the limit is 1,000 hours per year per part-time employee. Professional Services (IT person) was increased by one day per month. Outside Repair & Maintenance was increased to \$50,000, Automation decreased from \$35,000 to \$25,000, Operations from \$8,000 to \$10,000, books increased from \$5,000 to \$10,000, computer equipment budgeted for \$15,000.

Mr. Fredrickson will send a copy of the revised budget to all for review and a vote at the March meeting. It was noted it will be a deficit budget.

Additional Business: None

Executive Session:

At approximately 7:50pm a motion was made by Ms. Johnson for the discussion of minutes lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Motion seconded by Ms. LaChance.

Roll call to enter into Executive Session: Crawford-yes, Gambro-yes, Walter-yes, LaChance-yes, Rodriguez-yes, Lindblom-yes, Johnson-yes. Motion passed 7-0.

New Business cont.

At approximately 8:05pm the Board resumed their regular session on a motion by Ms. LaChance and second by Mr. Walter. Unanimous voice vote approval.

Trustee Rodriguez recommended that the Executive Session minutes contained in Packet #2 dated July 11, 2016 be released. Trustee Walter seconded this motion. Unanimous voice vote approval. Mr. Walter also made a motion to keep Packet #1 sealed until a later time and Ms. Gambro seconded this motion which was approved on a unanimous voice vote.

Adjournment:

There was no further business and the meeting was adjourned at 8:06pm on a motion by Ms. Gambro.

Minutes respectfully submitted by
Marlys Young, Minute Taker