

Yorkville Public Library
Board of Trustees
Monday, March 8, 2021 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call:

Wamecca Rodriguez-yes, Jason Hedman-yes, Theron Garcia-yes, Ryan Forristall-yes, Darren Crawford-yes, Susan Chacon-yes, Julie Brendich-yes, Russ Walter-yes.

Others Present:

Shelley Augustine and Dixie DeBord-Interim Co-Directors, Judy Somerlot-Friends of the Library, Daniel Transier-City Council Liaison, Mayor John Purcell, Bart Olson-City Administrator, Tim Evans-Director Parks & Recreation, Thomas Carnevale-Umbrella Technologies

Recognition of Visitors: President Crawford recognized staff and guests.

Amendments to the Agenda:

President Crawford asked to move the City/Library Partnership discussion to immediately following the presentation by Umbrella Technologies.

Umbrella Technologies Proposals – Thomas Carnevale

Tom Carnevale said he has been installing security systems over 20 years and his company is located in Aurora. He has extensive experience working with libraries, federal buildings, and installing video surveillance, etc. He said the goal is to update the system at the library. Mr. Carnevale said there would be no recurring annual fees for the software and that the system is scalable allowing cameras to be added. He described the equipment that would be needed and said video can be viewed from smartphones, web browser or laptop.

Mr. Hedman questioned the bankruptcy of the company that makes some of the equipment which he felt was outdated. Mr. Carnevale said the equipment is in stock at his company and they cover the warranty. Trustee Hedman requested the cost of a more up-to-date system. Mr. Carnevale said it would be about \$35,000 for a system including 32 cameras, infrastructure, installation, cable, etc. which could be done in a phased approach.

Door Entry System:

Mr. Carnevale said the key card system is scalable, works with any card reader, enables cloud management, allows existing FOB's to be used and is generally manageable from mobile apps. It also has touchless capabilities and staff can eliminate or add employee access easily. If the internet goes down, there is still full functionality.

City/Library Partnership Discussion

Overview: At a previous Board meeting, there was discussion of an opportunity to partner with the Parks and Rec Department. President Crawford and Trustee Brendich recently met with Mayor Purcell, Bart Olson and Tim Evans for a discovery process to determine space needs for the Parks & Rec pre-school and the library need for a Facilities Manager. They discussed holding pre-school programming in the library and the library sharing a facilities person with the city. Mayor Purcell said it made sense to hold a preschool at the library, which in turn exposes kids to the library. The preschool is currently held at the old Post Office on the river. He also talked about the recent purchase of the new city hall.

Discussion: Ms. Brendich said it will first be decided if the partnership will work, space needs will be determined on the first or second floor and the committee will look at accommodations for book storage prior to the used book sale. Mr. Evans suggested the possibility of bi-fold doors in the meeting room to separate space for a pre-school and discussion was held regarding the use of the Board room and Director's office for either library use or pre-school use. Using the upstairs would allow for additional safety for the pre-school and would maintain the current space downstairs. Ms. Somerlot noted that the Board desires extensive programming and she was concerned that altering the meeting room would minimize program opportunities. She also expressed concern for used book storage and a room for the book sale. The book sale raises thousands of dollars for funding programs.

Board members and city staff agreed the first step is to determine interest, then input is needed from the Parks and Rec staff and library staff. Ms. Brendich asked the Co-Directors for their input and Ms. Chacon said a Friends of the Library representative should be invited to meetings. A decision about moving forward with pre-school at the library needs to be made by June 1. It was noted that several programs are held in the summer and any construction would interrupt programming. President Crawford said that part of the discussion is the Facilities Manager for which the Library would pay half the costs. Some Board members were concerned about relinquishing space in addition to absorbing the cost of this additional employee.

Summary: Another meeting will be held with participants from Parks, Library staff, Trustees and Friends prior to the next Board meeting so that options can be presented to the Board. Mr. Evans volunteered to write a proposal before the next Board meeting and he also suggested a possible partnership with Beecher and the High School. Ms. Somerlot said a designated time period should be included in the proposal in the event the arrangement is not compatible. Mr. Olson added that an Inter-Governmental Agreement could be drafted as well.

Minutes: February 8, 2021

President Crawford moved and Ms. Garcia seconded to approve the minutes as presented. Roll call: Hedman-yes, Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Brendich-yes, Walter-yes, Rodriguez-yes. Carried 8-0.

Correspondence: None

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Hedman said the budget is at 85% of the FY. He also highlighted some of the invoices and said the budget is on track.

Payment of Bills

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

\$15,965.04 Accounts Payable
\$34,166.70 Payroll
\$50,131.74 TOTAL

Roll call: Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes. Carried 8-0.

Report of the Library Director:

Interim Co-Directors Ms. Augustine and Ms. DeBord presented the report and noted some mechanical issues in the building. They also reported the welcome letters received a positive response. As a result of the reading program, a total of \$300 was donated to the Food Pantry which included a \$100 donation from the Friends group and an anonymous donor doubled the initial amount collected. More library cards were issued for the month than for any other library with PrairieCat. A Read and Return display was prepared by Ms. Iwanski-Goist. In preparation for the switch to LED bulbs, a light bulb count will be presented at the April meeting. Most of the library staff has received the Covid vaccines with assistance from Police Chief Jensen. The staff continues to work with Weblinx on the website update, the per capita grant has been completed and the library has completed a re-certification through RAILS.

City Council Liaison: No report.

Standing Committees: None

Unfinished Business:

Keyless Entry

Ms. DeBord said she received one return call who gave a favorable reference for the system installed by Umbrella Technologies. A motion was made by Mr. Hedman to approve the keyless entry system proposed by Umbrella Technologies, pending approval of the product reference check, the proposal being in the amount of \$5,900. Ms. Garcia seconded.

Roll call: Forristall-yes, Crawford-yes, Chacon-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia-yes. Carried 8-0.

A motion was made by Mr. Walter to approve the access controlled cloud hosting service for \$480 per quarter since it is not included in the proposal. Ms. Garcia seconded. Roll call: Crawford-yes, Chacon-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia-yes, Forristall-yes. Carried 8-0.

The Sound Inc. contract will need to be canceled since it expires at the end of April and 45 days notice are required. Ms. Garcia moved and Mr. Walter seconded the motion to cancel the Sound Inc. contract for video, keyless entry and burglar alarm. Roll call: Crawford-yes, Chacon-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia- yes, Forristall-yes.

Ms. Rodriguez said there should be a camera at the meeting room door and it should be installed when the rest of the work is done. Mr. Hedman expressed reservations with the outdated equipment Umbrella Technologies was proposing. He said more options should be explored. The Board will also ask for a quote for a new NVR and the cost per camera. A camera that pans the room was also suggested.

HVAC System Control

Mr. Walter suggested the Board approve this item. There is \$20,000 available now or it could be delayed until next budget year. However, Mr. Hedman said the cost was too close to the budget and he recommended delaying it until next budget year in favor of purchasing cameras and access equipment. The matter was tabled. Mr. Hedman noted that a budget meeting is needed and it was scheduled for March 15 at 7pm.

New Business:

LibraryAware Marketing Resource

Ms. Augustine requested Board approval to purchase a yearly subscription software system which is a marketing resource for staff use. It would allow for composing custom newsletters, patrons can sign up for personalized newsletters, assists with materials for special programs and many other features. The Friends group has volunteered to pay for half (\$600) of this purchase. Ms. Garcia made a motion to purchase the LibraryAware program at \$1,267 per year and Ms. Chacon seconded. Roll call: Chacon-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia-yes, Forristall-yes, Crawford-yes. Carried 8-0.

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 9:11pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker