

Yorkville Public Library
Special Board Meeting
Tuesday, May 22, 2018, 6:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 6:01pm by President Russ Walter with no quorum. Upon Ms. Danis' arrival at 6:13pm, a quorum was established.

Roll Call:

Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Krista Danis (arr. 6:13pm), Darren Crawford (arr. 6:51pm)

Absent: Carol LaChance, Susan Chacon

Amendment to the Agenda

President Walter said there is one amendment to the agenda, that being an Open Meetings Act violation from April 24th. A letter was received from Assistant State's Attorney Ms. Leslie Johnson and a solution was reached. This will be discussed under New Business.

Others Present:

Elisa Topper-Library Director

Recognition of Visitors: No visitors

Public Comment: None

Staff Comment: None

New Business

OMA Violation Update

Mr. Walter summarized the alleged Open Meetings Act violations. A Personnel committee meeting was held on April 24th without an agenda being posted. When it was discovered there was no agenda, Mr. Walter notified Deputy City Clerk Lisa Pickering who in turn contacted City Administrator Bart Olson. Mr. Olson notified the State's Attorney office and on the 17th of May, Mr. Walter received an email from Mr. Olson containing a scanned copy of Assistant State's Attorney Ms. Leslie Johnson's email with 3 questions. There are also 11 minutes in the meeting that dealt with other topics. Mr. Walter said the closed session is very restrictive and for one topic only and there were actually three discussed.

Mr. Walter spoke with Ms. Johnson about resolution. One aspect of the solution was to release the 11 minutes as part of an open session. Mr. Walter has drafted a letter addressing the questions and it will be sent by certified mail, return receipt. The final determination will be made by State's Attorney Weis and his staff. An agenda will also be released for that meeting after a response from the State's Attorney. Question #3 was also discussed regarding final action taken in an open session vote on May 14th which will be stated in the revised letter.

Strategic Plan for the Yorkville Library

At this time, Mr. Hedman led the meeting in the continuation of the Strategic Plan discussion. He said he had met with the library staff to do the SWOT analysis and received great feedback. He would like to combine that with the Board's feedback to determine goals.

Staff Input

Mr. Hedman referred to the “common themes” of the staff input from the May 18 meeting. The following items were rated as high priority by the staff:

1. Security and emergency response.
2. Lack of support for technology, lack of patron technology (self-checkout, no computer classes, no technology rentals).
3. DVD rental fees.

Also discussed by staff:

1. More visibility for suggestion box.
2. On-line program registrations.
3. Improvement of city relations.

Revision of Strategic Objectives

& Goals Developed for Each Objective:

Yorkville Public Library Strategic Objectives:

1. Refine organizational structure and staff development.
2. Enhance technology, programs, and availability of services.
3. Focus on community involvement and marketing.
4. Focus on financial stability through alternative funding & fiscal responsibility.
5. Redesign emergency procedures and safety protocols.

Objective	Goal	
1	1	Complete 3 staff in-service trainings by April 2019.
2	1	Offer online registrations by March 2019.
2	2	Develop a DVD rental process that eliminates fees by December 2018.
3	1	Evaluate feasibility and use case of a marquee sign in front of library on Game Farm Road by December 2018.
3	2	Develop new print materials to market library programs and services.
3	3	Improve relationship with city council.
4	1	Secure 3 additional corporate sponsors by April 2019.
5	1	Review current emergency procedures and safety protocols and have local authorities review and make recommendations for changes by April 2019.

(Objectives & Goals as typed by Wamecca Rodriguez)

The following items were briefly discussed during goal-setting:

1. “Brown water” still an issue in new building. Will be discussed at next meeting, need testing and remediation. Ms. Topper to seek a couple quotes to resolve.
2. Suggestion to have Facilities Manager, Fire Department, Police Department conduct building walk-through to recommend changes in safety procedures. Get staff input on unattended backpacks.

3. Emergency lights are checked monthly by Fire Department, Policy Committee should further discuss.
4. Discussion of a library vendor who might partially/fully fund a marquee sign for library. Plan would be needed for marketing on the marquee.
5. As part of “Alternative Funding” goals, Library foundation would serve as a means to accept donations, cost to set up about \$500.
6. Possibly split cost of non-resident cards into multiple payments, market to Bristol and unincorporated residents and to real estate agents.
7. Procure possible sponsors for library programs and Sunday open hours.
8. Director would like to host Chamber of Commerce meeting at library, also suggested a “community shred” event.

The goals will be brought to the next Board meeting for a vote.

In conclusion, Mr. Hedman stated this meeting has completed the “Vision & Goals” and the next step is “Mission & Values”. He would like the managers to engage their staffs for “Mission & Values” also and bring their feedback to the Board for review.

Adjournment:

There was no further business and the meeting was adjourned at 7:44pm on a motion by Mr. Walter and second by Mr. Hedman. Unanimous voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker