

Yorkville Public Library
Board of Trustees
Monday, June 14, 2021 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Sue Shimp-yes, Russ Walter-yes

Others Present:

Library Director Shelley Augustine, City Council Liaison Matt Marek, Friends of the Library: Judy Somerlot, Sue Smithmeyer, Carol Morris; Cesar Chacon, Daniel Chacon, LeafFilter Gutter Protection representative Jack Burns

Recognition of Visitors: President Crawford recognized the Library staff and other guests.

Amendments to the Agenda:

Mr. Walter asked to move the LeafFilter gutter covers proposal to be discussed first on the agenda. President Crawford asked to rearrange the Board officer nominations, temporary secretary assignment, new committee assignments and new commission discussion.

President Crawford also welcomed the new Board members at this time.

New Business: (out of sequence)

LeafFilter Gutter Covers Proposal

Mr. Walter said the cost of cleaning the gutters is \$800 to \$1,000 each time, due to pine needles and other debris. He contacted Jack Burns of LeafFilter Gutter Protection for a quote for gutter covers. Mr. Burns was present at this meeting and gave a comprehensive explanation of the product, construction and installation. He said there is a lifetime guarantee on the material and the product will eliminate 100% of debris.

Mr. Forristall asked if there were commercial installations to view in the area and Mr. Burns said there was one in Oak Park. Board members asked a few additional questions and requested commercial references. Mr. Walter made a motion to approve the LeafFilter proposal at a cost of \$23,829 pending references. President Crawford suggested waiting until the references are contacted so Mr. Walter withdrew his motion. Mr. Burns cited a rigid company privacy issue for providing references. This item will be moved to the July meeting.

Minutes: May 10, 2021 Board of Trustees; May 17, 2021 Personnel Committee; May 24, 2021 Community Relations

Mr. Walter made a motion to approve all sets as presented and Ms. Garcia seconded.

Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes. Carried 9-0.

Correspondence: None

Public Comment:

Ms. Judy Somerlot of Friends of the Library shared several items. She said President Crawford attended their morning Friends meeting to answer questions about a possible library district. Seven new members have also joined the Friends group since May. A grassroots group has approached the Friends about promoting the library, but will be separate from the Friends. If the grassroots group solicits donations, they would need to be funneled to a 501(c)3 non-profit or through the ILA. The Friends also approved money for programs and \$3,000 for books. The mini-golf event will be held January 30, 2022. Another Friends committee will look at a September family program with a band. The used book sale committee has met and Sue Smithmeyer is the Chairperson. Ms. Somerlot noted that \$7,600 was made from the 2019 book sale and all books are donated.

Staff Comment: None

Report of the Treasurer:

Financial Statement

A few items from the bill list were clarified.

Payment of Bills

Mr. Crawford made a motion to pay the bills as follows and it was seconded by Ms. Garcia.

\$14,901.73 Accounts Payable

\$34,055.81 Payroll

\$48,957.54 Total

Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes. Carried 9-0.

Report of the Library Director:

Director Augustine reported on the various programs and events being offered in the next few months. Regarding building issues: An electrician repaired the courtyard gate, Umbrella Technologies installed the last access door reader, R.J. O'Neil restarted chiller twice, air handler had to be re-set and it was found a chip has failed in the control panel. Mr. Forristall advised that equipment replacement should be considered soon.

TCG Solutions has been working on installing the new phones and Comcast has been canceled since Metronet will be providing the internet service. Showalter has repaired and cleaned the gutters. Ms. Augustine also had a discussion with the Mayor. She is compiling the IPLAR, an annual report which is due June 30th. Signage about mask usage was changed and she reports that all staff members have been vaccinated. She had 6 applicants for the adult services position and an offer has been made. Ms. Augustine provided some of the qualifications and background of the applicant. The website re-design is ongoing, she discussed library cards for non-resident children and said Facebook activities will be shared with RAILS. She also welcomed new Board members.

Mr. Crawford asked the Director to provide a total of library visitors for both on-line/foot traffic and total checkouts. Ms. Augustine will provide that information on her monthly report. Library attendance trends were also discussed taking into account the Covid pandemic. Mr. Crawford said he would like to address attendance.

City Council Liaison:

Mr. Walter said a Habitat for Humanity group would be building houses in Yorkville and he suggested perhaps the library could help promote this. Mr. Marek added that it is located in Kendallwood Estates on Van Emmon. He will address this with representatives of the project. Mr. Marek said he is happy to be the library liaison and would like to move the city/library relationship forward.

Standing Committees:

The Community Relations and Personnel committees recently met.

Unfinished Business:

Library District Discussion

Mr. Walter said a meeting was recently held to discuss the costs associated with a Library District. He reviewed costs for specific services and said one item missing from the list was \$60,000/year for electricity. Considering all these costs, he said it would be very difficult to become a District without additional funding. He said the intention of a District is to offer services to more people.

Ms. Somerlot asked if a District would be more feasible if the electricity costs were reduced by a co-op. She said it is important to become a District since other district libraries are encroaching on Yorkville. Ms. Somerlot said the Board should compile an article about the advantages and disadvantages of a district to educate the public. Mr. Walter said he would like to have a Community Relations meeting and invite the public to hear the facts about a District Library. Ms. Millen asked how many people outside the city limits purchase library cards. At this time, 26 people buy the cards with the price dependent on their home value. Ms. Shimp asked if students in the school district but outside city limits could be allowed to receive a library card. Mr. Crawford said that scenario is actually against the Illinois law.

Syserco HVAC Control System

Mr. Walter said the computer for the building control system was recently off, affecting the HVAC system. He said the system is 14 years old. Syserco is looking into the building lighting which is controlled by a California company. He also said the city is looking at converting all lighting to LED (on July Board meeting agenda). The Syserco proposal would include replacing the software and control module while the library would purchase its own computer. The money for these updates is budgeted. President Crawford provided a summary of the past mechanical failures for the new Board members. Ms. Millen asked if there are bids involved, however, Mr. Forristall said there are limited solutions. Ms. Schumacher asked why the repairs had been delayed. The Board had waited since the city was exploring remote oversight of all city buildings and the Board also needed to budget for the repairs.

Mr. Walter made a motion, seconded by Mr. Crawford, to approve the Syserco proposal to upgrade the BCM work station and array at a cost of \$18,050 not including the Windows-based computer. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes. Carried 9-0.

Mr. Walter made a second motion to purchase a Windows-based PC with the appropriate UPS, not to exceed \$1,000. Ms. Millen asked if the minimum spec computer or an upgrade would be purchased. Mr. Walter said he would purchase a mid-cost computer, hopefully for about \$500 plus the UPS cost. Mr. Crawford seconded the motion. Roll call: Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 9-0.

E-Rate Consulting Service Agreement

Under the E-Rate program, certain groups including the library, receive a 50% reimbursement on the internet server and hardware. Once each 3 years, the Board must approve the current e-rate representative to act on the Board's behalf. The cost to be part of this program is \$300 per year and the consultant completes all paperwork. The consultant has been approved and this is informational.

New Business cont.

New Committee Member Assignments

A handout was given to all with the new committee assignments.

New Commission Creation

President Crawford said the last library survey showed teen involvement in the library is very low. He would like to start a commission to work with the school district and develop programs to coincide with school curriculum. He gave examples of the programs he envisioned and would like to see more engagement with teens and schools. The Teen Advisory Group at the library has been working on something similar.

In conjunction with this new committee formation, President Crawford said he would like to have all committees meet in the next 2 months since there are many new Board members.

Ms. Chacon suggested that the Board members introduce themselves for the benefit of all the new members, which was done at this time.

Board Officer Nominations

The following slate of officers was nominated and elections will be held next month.

Darren Crawford	President
Theron Garcia	Vice-President
Russ Walter	Secretary
Susan Chacon	Treasurer

Temporary Secretary Officer Assignment

Mr. Crawford asked Mr. Walter to be the temporary secretary. Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 9-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 9:29pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker