

## APPROVED W/ CORRECTIONS 8/10/20

### Yorkville Public Library

Board of Trustees

Monday, July 13, 2020 7:00pm

902 Game Farm Road – Michelle Pfister Meeting Room

NOTE: In accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Agency Act, the United City of Yorkville is encouraging social distancing by allowing remote attendance to the Library Board of Trustees meeting during the Covid-19 pandemic.

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

**Roll Call:** Julie Brendich (arrived 7:01pm), Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes

Absent: Susan Chacon

#### **Others Present:**

Library Director Elisa Topper; Circulation Manager Sharyl Iwanski-Goist; Joan McEachern-Kendall Art Guild; Elogio Ortega-Ortega Studio

**Recognition of Visitors:** President Crawford recognized the library staff and guests.

**Amendments to the Agenda:** Trustee Walter asked to move the "Update on Library Mural" prior to the minutes and to add 'E-Rate Project Update' under Unfinished Business.

At this time, Ms. Iwanski-Goist asked the Board to proceed to the main part of the library and she surprised the Board by showing the mural had been completed and installed by Artist Elogio Ortega. Ms. Topper said there will be a bookmark that will discuss the mural and she recognized Sharyl for her hard work on this project. A press release will also be distributed.

#### **Minutes: June 8, 2020 Policy Committee; June 8, 2020 regular Board meeting; July 1, 2020 Special Board meeting**

Trustee Walter moved and Trustee Garcia seconded the motion to approve all 3 sets of minutes.

Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 7-0.

#### **Correspondence:**

President Crawford read a thank you letter from former employee Barb Manning. A letter from Cheryl Knox was also read. She thanked the Board for paying staff during the library shutdown and indicated she would be donating one paycheck to the library.

**Public Comment:** None

## **Report of the Treasurer:**

### **Financial Statement**

The Board reviewed the reports and the Amazon Prime fee was questioned. It is being paid monthly instead of yearly.

### **Payment of Bills**

President Crawford entertained a motion to pay the bills as follows and Trustee Garcia seconded.

\$23,281.09 Bills

\$34,963.10 Payroll

**\$58,244.19 Total**

Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 7-0.

## **Report of the Library Director:**

Director Topper presented the highlights of her report:

1. R.J. O'Neil was called twice this month, HVAC not working due to cottonwood seed problem and no air conditioning due to a power outage, system reset.
2. Illinois Public Library report completed and submitted.
3. Working on marketing plan, will bring to Board in August, looking at web redesign.
4. Summer Reading Program shifted to on-line program.
5. Six staff members resigned, and 2 more will leave next month, 25 applications received and 8 people will be interviewed.
6. Staff conducting inventory and cleaning of books, using 3-day quarantine protocol on returned books.
7. Friends of Library offered to remove some stones from around digital sign, landscaping to be discussed later in meeting.
8. Curbside service provided 474 deliveries of 1,370 items.
9. Reopening of library today, gave gift bag to first patron, discussed details of the reopening procedure. Friends will be assisting at the welcome desk.
10. Mr. Walter noted \$476 for subscription cards for the month.

**City Council Liaison:** No report

**Standing Committees:** None

## **Unfinished Business:**

### **E-Rate Project Update**

Mr. Walter gave an update on this project. The e-rate funds allocated were able to be used on July 1<sup>st</sup>. On July 3<sup>rd</sup>, he found that the library is not getting the 500 mbps that was ordered and is not being billed for the higher amount. Comcast was called and they said the project was inexplicably rejected in February with no notification to the library or to the sales rep. The wi-fi upgrade will start July 20<sup>th</sup> and Mr. Hedman and Mr. Walter will perform advance preparations. S+G will add 6 access points and upgrade others for a total of 12 points.

### **Election of Board Officers**

Secretary Rodriguez asked Mr. Crawford and Mr. Walter to present statements since both were running for Board President. Board members also asked them some questions. Mr. Hedman asked to be a write-in candidate for Treasurer. The Board also discussed the Strategic Plan which has not yet been completed due to Covid. The Community Survey results will be utilized in the Strategic Plan. The

marketing plan and goals will be placed on the next meeting agenda. Possible classes via Zoom, such as Excel, were also suggested, for those who might be looking for jobs due to the pandemic. Ms. Rodriguez said the library must determine how to best serve the community as many people may be out of work. Other on-line programs and already scheduled programs for the fall, were discussed.

The Board then voted on the officers using paper ballots which were tallied by the Board Secretary. The following persons were elected:

President: Darren Crawford  
Vice-President: Theron Garcia  
Secretary: Wamecca Rodriguez  
Treasurer: Jason Hedman

### **New Business:**

#### **Landscaping Around Digital Sign**

Ms. Topper said landscaping is needed around the new sign and she will obtain 3 bids since she does not wish to ask the Friends to pay for it. Board members suggested the project be opened to high school students for service hours, to garden clubs or other volunteers and to ask the public to submit suggestions. Ms. Topper said she would like to get a plaque titled "Dixie's Garden" since Dixie DeBord planned the beautiful butterfly garden. It was suggested Ms. DeBord could oversee the project due to her excellent gardening skills. The Friends will clean up the area around the old sign. Ms. Rodriguez said the Board should decide on a general plan and what materials/plants/mulch/rock to purchase so the quotes are based on the same specs.

### **Executive Session:**

At 8:05pm, President Crawford moved and Trustee Garcia seconded, to go into Executive Session for the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 7-0. Only Board members were present for the Session. It concluded at approximately 8:11pm.

When the regular meeting resumed at approximately 8:11pm, all Board members and Ms. Topper were present. The Board agreed to release the Executive Session minutes from February 10, 2020 only and all other minutes will remain sealed. Roll call to release minutes: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes. Carried 7-0.

### **Adjournment:**

There was no further business and the meeting adjourned at 8:13pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker