

Yorkville Public Library
Board of Trustees
Monday, October 12, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:00pm by Vice-President Theron Garcia, roll was called and a quorum was established.

Roll Call:

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

Absent: Darren Crawford

Others Present:

Library Director Elisa Topper; Director of Adult Services Shelley Augustine (left 7:55pm), Chief of Police Jim Jensen, Theresa Kuhl/Weblinx, Kevin Baumann/R.J. O'Neil.

Recognition of Visitors: Vice-President Garcia recognized the Library staff and guests.

Amendments to the Agenda:

Ms. Garcia stated the 3 presentations would be moved forward on the agenda.

New Business: (out of sequence)

Enforcing COVID Rules – Yorkville Police Chief Jensen

Police Chief Jensen was present to discuss the Library pandemic rules. He said the police are limited as to actual enforcement. The Library staff can deny patrons entry or ask them to leave if they refuse to wear a mask. Staff can also contact the police to escort a patron out if they refuse to wear a mask, but the offender cannot be criminally charged. Chief Jensen also addressed the length of time patrons can stay in the Library under the pandemic rules and cautioned staff to treat everyone on an equal basis. Ms. Topper asked how the Library differs from a business regarding Covid rules. He provided an example of the Library vs. a business such as Target. Ms. Topper also noted that the PADS program would not be operating this year.

Website Re-design-Theresa Kuhl-Weblinx

Ms. Kuhl said Weblinx is located in Oswego and they have built many library websites. She said many users accessing the Library website are coming in through mobile devices and the website is 'scaled' for proportional viewing. They use WordPress as their content management platform. Remote training is provided by the company and someone is always available for support. She described in detail, the construction steps and abilities of a new website which would also be ADA-compliant. Features include: navigation capabilities, rotating events, prominent catalog, website search and emergency alerts on the home page. She also shared the names of some of the local libraries they have served.

The cost is \$6,600 and the time frame to launch a new website is about 3-4 months. Ms. Kuhl said Weblinx hosts their own secure sites. The charge for hosting is \$300 per year and \$200 per year for WordPress security maintenance with weekly backups. In response to a Board query, Ms. Kuhl said credit cards can be integrated into the site.

Mr. Hedman suggested seeking public input for the website. Suggestions were focus groups, Facebook, on-line form on website and a sign at front desk.

R.J. O'Neil Contract

Kevin Baumann from R.J. O'Neil presented the Board with proposed Preventive Maintenance agreements for 1 or 3 years. He said they were holding the service rate of \$125/hour for the 1-year.

Chiller problems are ongoing and Mr. Baumann is trying to resolve with the manufacturer (McQuade). It was noted the cost of a new chiller is \$300,000. The Board also discussed the Building Automation System and asked if R.J. O'Neil could look at the chiller with a BAS rep. Mr. Baumann will contact a BAS vendor for a service call estimate. He thinks the chiller is hooked to the BAS, but not the computer that allows staff to control the chiller. Mr. Baumann also said the service tech recommends the next piece of equipment that should be replaced is the hot water heater and the Board could start budgeting for a chiller and boiler. Mr. Walter said a referendum would likely be needed for high priced equipment. Mr. Baumann will get replacement price quotes. Also, Ms. Topper reported that Mr. Baumann was able to reduce recent invoices, which will be on the next bill list.

(return to regular agenda sequence)

Minutes: 3 sets

Ms. Rodriguez made a motion to approve the minutes for September 10, 2020 (Physical Facilities Committee), September 14, 2020 (Board of Trustees Meeting) and September 29, 2020 (Special Board of Trustees Meeting). Ms. Garcia seconded. Ms. Topper noted she is gathering invoices related to cleaning supply costs and will forward to Mr. Hedman for review.

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

Correspondence: none

Public Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Hedman presented the report and mentioned a few of the invoices on the bill list this month. Ms. Topper said the Garden Club will donate \$500 towards the sign landscaping. He said 95% of the taxes have been received and the custodial supplies continue to be high at 55% of the budget. There was a \$800 bill for bonding of the new Treasurer and overall the Library is at 22% of their expense budget. Ms. Topper said she wrote a grant for \$500 reimbursement for PPE.

Payment of Bills

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

\$23,131.58 Accounts Payable

\$36,302.04 Payroll (2)

\$59,433.62 Total

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

Report of the Library Director:

Director Topper presented the highlights of her report:

1. Library returned to normal hours during pandemic.
2. Tracking number of people coming to Library after 5pm, very minimal so far.
3. Completed 2 grants, PPE for \$500 & Back to Books for \$4,600 (diversity related), ALA asked Library to apply for \$3,000 Rural Library Grant deadlining in December.
4. Mobile app activated.
5. Library decorated for Halloween, will be part of Biz Boo and hand out Wrigley-donated candy.
6. Reached out by email to Cedarhurst and Heritage Woods senior communities about book delivery to them.
7. Managers asked to delay performance evaluations due to Library pandemic closure.
8. Will offer Polar Express with smaller class sizes.
9. Returned to 7-day book quarantines on advice of RAILS.
10. Have virtual Medicare program scheduled and held virtual craft program.
11. Will ask Community Relations major, college intern to begin working on marketing pieces, etc.
12. Halloween scavenger hunt to be held outside.
13. Library has been asked about hosting depositions.

Board members would like to see more virtual programs and a plan for the next quarter. Ms. Augustine is working on programs for the next quarter. The Board suggested phone calls to promote outreach to daycares and other agencies and said that services need to be delivered in a different manner. Ms. Topper said the managers are concerned they would not have adequate time while also managing their staffs. The Board asked what is needed and they will assist. The Board would also like to have the managers draft a list of what a 'dream department' would include. Trustee Forristall asked if the self-checkout works and Ms. Topper replied yes.

Mr. Hedman said groups are having difficulty finding meeting rooms since many places are closed due to the pandemic. He said the Library may need to rethink the meeting room policy and allow fee waivers if one adult has a library card. As a result, the Policy Committee will schedule a meeting to reconsider the current policy.

City Council Liaison: No report

Standing Committees: Personnel

The Personnel Committee recently met and will be meeting again.

Unfinished Business:

Landscaping-Tree Removal

Ms. Topper obtained 2 quotes for removal of 3 trees on the west side of the building. One company recommended removing just one and trim the others. The pine needles clogging the gutters are coming from the trees by the road which are on city property. Gutter covers were identified as being too costly and it was decided to just keep cleaning the gutters. Mr. Walter also recommended trimming the tree on the corner of the building by the meeting room since it is on the roof. The Board recommended Option #2 from the TerraCare quote.

Mr. Walter made a motion to approve option #2 and add the tree trimming in the front, not to exceed \$600. Mr. Hedman seconded. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Forristall-yes. Carried 7-0.

Metronet/Comcast Update

Mr. Walter stated a special Board meeting had been held since Metronet's offer (discussed at a prior Board meeting) would expire at the end of September. The Board found that Comcast would charge a hefty cancellation fee of the remaining contract. A decision was made to stay with Comcast at this time and request another quote from Metronet closer to the Comcast contract expiration date.

New Business:

Enforcing COVID Rules-Yorkville Police Chief Jensen

The Board engaged in a brief discussion of the earlier presentation by Chief Jensen. The Board discussed the monitoring of patrons' time in the Library during the pandemic. Managers are monitoring and will allow more time if needed. They also monitor the computer time for an hour. The Library is encouraging 'grab and go' at this time. If not at capacity, patrons should not be asked to leave and Ms. Topper said there has been no issues.

Website Redesign-Theresa Kuhl-Weblinx

In regards to the earlier presentation, Mr. Hedman said the price is fair and Weblinx is familiar with the Library. Cost was discussed and Ms. Topper said \$21,000 was received from the per capita grant and development fees could also be used. Mr. Hedman made a motion to approve the website redesign at \$1,650 initial cost, remaining balance \$4,950 and hosting and maintenance for \$300 a year. Ms. Garcia seconded. Since there was some question about the maintenance and other costs, Mr. Hedman clarified his motion of approving \$300--to instead approve \$500 upon verification that it would cover hosting, maintenance, WordPress and security.

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

R.J. O'Neil Contract

Mr. Hedman commented that if no progress is made on the chiller within a year, other options must be explored. He moved and Ms. Garcia seconded to approve the 1-year contract for \$4,390 with R.J. O'Neil. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes Brendich-yes, Chacon-yes. Carried 7-0.

Tax Levy

Mr. Hedman said there are 3 options, levy new construction only, new construction and inflation or levy the maximum of \$875,782 which translates to a \$10 increase in taxes for individual homes. The Board felt the maximum was needed. Mr. Walter moved and Ms. Garcia seconded the motion to approve a tax levy of \$875,782. Roll call: Brendich-yes, Chacon-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes. Carried 7-0.

Closing for Election Day

Ms. Topper said some libraries are closing on Election Day due to a state law, but a lawsuit was filed and it will be decided October 15 if libraries must close. The Library Attorney said the Library has the discretion to close even if the law does not require closure. The Board can delegate authority to the Board President or Library Director to decide. She asked for Board input. Trustees asked why the Library would need to close since many opportunities to vote are already in place. Ms. Chacon made a motion to grant Ms. Topper the authority to make the decision and Mr. Walter seconded. Board members verbally agreed.

Library Closings for 2021

The Mother's Day closure and early closures were briefly discussed. Board members also asked that the Library stay open on Martin Luther King Day and offer programs that day. Ms. Brendich moved and Mr. Forristall seconded the motion to remain open on MLK Day. Roll call: Chacon-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 7-0.

Library Meeting Dates for 2021

Mr. Walter made a motion to approve the meeting dates as presented. Ms. Garcia seconded and motion approved on a voice vote.

Adjournment:

There was no further business and the meeting adjourned at 9:07pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker