

Yorkville Public Library
Board of Trustees
Monday, November 9, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Library 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: Julie Brendich-yes, Susan Chacon-yes, Darren Crawford-yes, Theron Garcia-yes, Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes

Absent: Ryan Forristall

Others Present:

Library Director Elisa Topper, Alderman/Liaison Dan Transier

Recognition of Visitors: President Crawford recognized staff member and guest.

Amendments to the Agenda: None

Minutes: October 27, 2020 Personnel Committee, October 19, 2020 Policy Committee, October 17, 2020 Personnel Committee, October 12, 2020 Board of Trustees, October 7, 2020 Personnel Committee

President Crawford moved and Trustee Garcia seconded to approve the five sets of minutes. Roll call: Chacon-yes, Crawford-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes. Carried 7-0.

Correspondence: A generous donation was received from the Yorkville Garden Club and President Crawford noted a thanks to them. Ms. Topper said the library sign landscaping has been completed.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Hedman reviewed some of the purchases and invoices. He has received the custodial supply invoice and said Covid supplies were a substantial purchase. He will review the invoices further since the amounts are over budget and he suggested some control on supplies. Mr. Walter suggested possibly using the city vendor to reduce costs and Mr. Transier said to speak with Purchasing Manager Carri Parker. Mr. Hedman said payroll is back to normal after resuming library hours during the pandemic. He gave an overview of the budget which is doing well at this time. He said the insurance amounts should be considered when budgeting next year, since that is a little over budget. Development fees were at 120% due to a large number of permits this year.

Payment of Bills

A motion was made by President Crawford and seconded by Trustee Walter to pay the bills as follows:

\$17,230.20	Accounts Payable
\$59,764.81	Payroll (3)
\$76,995.01	TOTAL

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

Report of the Library Director:

Director Topper reported the following highlights:

1. Thanked Mr. Hedman for fixing the Wi-Fi, also discovered one camera not working and Sound Inc. hooked up to proper device with cost being covered under maintenance.
2. RAILS changed to 3-day book quarantine, rather than 7 days. Staff exercising caution since 2 other libraries have closed for 2 weeks due to Covid. Current staff member is quarantining due to exposure.
3. RJ O'Neil contacted a control company to help troubleshoot chiller issues, work scheduled for week of November 20th. Will turn chiller off end of month.
4. Regarding community engagement, made contact with Cedarhurst, will set up other meetings.
5. Participated in Chamber of Commerce Biz Boo at Halloween.
6. Library teens partnered with Yorkville American Auxiliary to make cards for Veteran's Day.
7. No response for requests for feedback on website re-design.
8. Future programs being scheduled, program flier compiled.
9. Will hold a drive-through Polar Express and hand out donated cookies.
10. Held employee Halloween contest and will have employee ugly sweater contest in December.
11. Paperwork completed for Today's Business Solutions/new equipment and for website.

City Council Liaison: No report

Standing Committees:

Policy Committee

Ms. Brendich reported the Policy Committee met to review the meeting room policy and application, to allow the Director more flexibility. She summarized the proposed revisions and there was discussion of waiving fees for non-profit groups. Ms. Brendich made a motion to adopt the changes and also add a phrase on the application and form M-2 asking if the organization is non-profit or for-profit and that base rates are waived for non-profit groups with an attending Yorkville card-holder. Motion seconded by Ms. Garcia. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes. Carried 7-0.

Personnel Committee

Ms. Garcia reported the Personnel Committee met to complete the Director evaluation.

Unfinished Business:

Update on HVAC System & Water Heater Replacement Proposal

RJ O'Neil will partner with another company to hook the chiller to the computer system. The other company will charge \$250 per hour with a 4-hour minimum, in addition to RJ O'Neil fees. The chiller will not be turned off until the end of the month. Ms. Topper also received a proposal for a replacement water heater which is 13 years old. A new water heater will not change the odor or color of the water.

A motion was made by Mr. Crawford to approve the O'Neil water heater price proposal. In discussion, Ms. Rodriguez asked Ms. Topper to obtain 2 more price quotes and Mr. Crawford withdrew his motion.

New Business:

Floating Holiday-Management Staff

Ms. Topper noted that the library employees do not observe some of the holidays that the city does. Since the Martin Luther King Day was recently restored as a working day, the managers requested an alternate holiday. President Crawford moved to award the managers a floating day in January as compensation for the loss of the Martin Luther King holiday. Ms. Brendich seconded. Roll call: Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes, Garcia-yes. Carried 7-0. On behalf of the management staff, Ms. Topper thanked the Board.

Revise Meeting Room Policy

(Discussed earlier).

Firewall Replacement Upgrade

Mr. Walter obtained quotes for a new computer firewall since the current one expires December 4 and cannot be renewed. He summarized the costs and details of each. He moved and Mr. Crawford seconded a motion to approve option 2 from the company Outsource Solutions Group at a cost of \$4,860.44, shipping and handling of \$31.87 for a total of \$4,892.31. Mr. Walter will perform the installation with no labor charge. Roll call: Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Chacon-yes, Crawford-yes, Garcia-yes. Carried 7-0.

Executive Session:

At approximately 7:44pm, President Crawford made a motion to enter into Executive Session and Ms. Garcia seconded the motion. Mr. Crawford read the reason as follows: **For the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.**

At approximately 8:44pm, Mr. Crawford made a motion to exit Executive Session. It was decided to hold a Special Board Meeting on November 12th at 7pm.

Adjournment:

There was no further business and the meeting adjourned at 8:45pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker