

**Yorkville Public Library**  
Board of Trustees  
Monday, November 13, 2017, 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter and a quorum was established.

**Roll Call:**

Susan Chacon-present, Krista Danis-present, Theron Garcia-present, Jason Hedman-present, Wamecca Rodriguez-present (7:01pm), Russ Walter-present

Absent: Darren Crawford, Carol LaChance

**Others Present:**

Elisa Topper, Library Director	Shelley Augustine, Director Adult Services
Dixie DeBord, Director Technical Services	Marianne Eberhardt, Youth Director
Jennette Weiss, Youth Director	Sharyl Iwanski, Circulation Manager
Jackie Milschewski, Library Liaison	

**Recognition of Visitors:**

President Walter recognized all guests.

**Amendments to the Agenda:** None

**Minutes:** October 9, 2017

Ms. Garcia moved to approve the minutes and Ms. Danis seconded. Unanimous voice approval.

**Correspondence:**

Mr. Walter said all Board members received a certified letter regarding a hearing for annexation of property next to the Casey's project.

Ms. Topper received an email from a patron praising the new Sunday hours, but said the library should have been open on Veterans' Day. However, it was noted it was a federal holiday.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Chacon presented the report and highlighted some of the bills for the month. She said the library has received almost 100% of the revenue for the year, but the library is only halfway through the FY year. President Walter asked if the Board was OK with condensing the rolling budget report to make it more readable and all agreed.

### **Payment of Bills**

Trustees Hedman and Garcia moved and seconded, respectively, to pay the bills as follows:

\$20,023.51 Account Payable

\$34,753.63 Payroll

\$54,777.14 Total

Roll call: Danis-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes

Carried 6-0.

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

Ms. Topper reported the following. A \$500 donation was received from an anonymous individual who specified the money be used to buy Christian books. The inter-governmental agreement should be ready in two weeks and the draft will be given to Tim Evans for feedback. She reported more problems with the parking lot lights and an electrician fixed 9 of the 10. The 10<sup>th</sup> one will need to be replaced and Ms. Topper is getting quotes for that light and the library sign. The fire alarm was recently activated and the cost was \$300 to turn it off. There is a defective module card and the replacement cost is \$740. It was recommended to not replace it at this time. A chiller part was recently replaced and Ms. Topper suggested looking at a maintenance contract in the spring. A boiler part is coming. A policy change was handed out for the Trustee manuals. Ms. Topper is working on a grant for science kits for the kids' department.

### **City Council Liaison**

Mr. Walter asked if any library representative had been asked to attend City Council meetings. Liaison Milschewski said the Director could attend the Council meetings at the Board's direction. Ms. Topper said she does attend the Monday department head meetings. Ms. Milschewski also noted there has not been much interest in the Trustee vacancy, but she will revisit it with the Mayor. There was a brief discussion of the annexation hearing regarding Coffman Carpets mentioned earlier in this meeting.

**Standing Committees:** No report

### **Unfinished Business:**

#### **Thyssenkrupp Elevator Contract Renewal**

Director Topper said she has the new contract and the company capped the increases at 3.5% each year. Ms. Garcia and Ms. Rodriguez moved and seconded, respectively, to approve this contract.

Roll call: Danis-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes Carried 6-0.

### **New Business:**

#### **Library Financials and Levy**

This audit was provided by the Finance Director. It shows the budgeted amount, money received, total expenses, etc. Mr. Walter reviewed the proposed levy which will go before the Council. In 2016, the library received \$20,000 less than anticipated due to non-payment of some taxes. Next month the Board will discuss a levy increase and a building maintenance levy. President Walter also discussed a "fund replenishment levy". Mr. Hedman suggested an increase in the general fund, rather than individual levys, so the money can be spent where needed. The library will receive a 4.17% increase per Mr. Walter.

#### **Approve Early Closing (December 1<sup>st</sup> at 3pm) Staff Training**

Ms. Topper said Sharyl and Dixie recently attended a PADS seminar which will be discussed in staff training from 3-5 on December 1. A staff potluck will follow. She will post this change in several locations to avoid problems. Mr. Walter moved and Ms. Garcia seconded to close early for staff training at 3pm on December 1. Voice vote approval.

### **Approve Gale Database Renewal**

Director Topper said the current database costs \$4,000.69 and will eventually be phased out. On average only 6 searches a month were being made. A recommendation was made to purchase General One reference files at a cost of \$2,428 for one year. A motion was made by Ms. Garcia and seconded by Ms. Chacon to purchase General One Files at \$2,428.

Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Chacon-yes, Danis-yes. Carried 6-0.

**Executive Session:** None

### **Additional Business:**

Mr. Walter and Ms. Topper recently did a radio interview at WSPY radio station.

Ms. Topper had a meeting with Dr. Shimp from the Yorkville Schools and will have one with the Chamber Director. She will work with students in graphic arts for a rebranding contest. Dr. Shimp also provided the name of a company to fix the parking lot lights. Mr. Shimp and Ms. Topper also discussed students who live outside the city. She said Peoria has an inter-governmental agreement with the library for those students to have library cards. There was also discussion of home-schooled, out-of-district students and if they can get library cards. Staffing for possible increased circulation was also discussed. An agreement with the schools would be needed for a reduced rate card. More information will be obtained and this will be discussed next month.

Ms. Rodriguez addressed the referendum issues and said an entire marketing campaign is necessary to pass one and the library must have goodwill. She said Plainfield tried and couldn't pass one even though the city does much for the community. An entire marketing campaign is necessary to pass a referendum.

### **Adjournment:**

There was no further business and the meeting was adjourned at 8:10pm on a motion by Mr. Walter and second by Mr. Hedman.

Minutes respectfully submitted by  
Marlys Young, Minute Taker