

Yorkville Public Library
Board of Trustees
Monday, December 14, 2020 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call: Wamecca Rodriguez-yes, Jason Hedman-yes, Theron Garcia-yes, Ryan Forristall-yes, Darren Crawford-yes, Julie Brendich-yes, Russ Walter-yes

Absent: Susan Chacon

Others Present:

Interim Co-Directors: Dixie DeBord-Technical Services Director, Shelley Augustine-Director Adult Services; City Council Liaison Dan Transier

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

Amendments to the Agenda:

Mr. Walter asked to add a discussion under New Business for the R.J. O'Neil quote to replace mixer valves in the sinks. Mr. Hedman asked to add discussion regarding a new Director under New Business and to keep the Updated Website topic under Unfinished Business.

Minutes: November 9, 2020 Regular Board Meeting, November 12, 2020 Special Board Meeting

Mr. Walter moved and Mr. Crawford seconded a motion to approve both sets of minutes.

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

Correspondence:

President Crawford read a thank you from a patron family and noted Christmas cards received. Mr. Walter said a Christmas card was received from the e-rate consultant.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

Mr. Hedman reported on the finances. The first payment has been made to Weblinx for the updated website, books were purchased and a new firewall was installed. He also reported on the budget status and added that development funds were doing well. President Crawford said a \$500 grant was received from the Secretary of State.

Payment of Bills

Mr. Crawford moved and Ms. Garcia seconded to pay the bills as follows:

\$24,787.01	Accounts Payable
\$38,236.60	Payroll
\$63,023.61	TOTAL

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

Report of the Interim Co-Library Directors:

1. Ms. DeBord said the staff was glad the library has been open and Yorkville is one of the few that has been open.
2. Library has been short-staffed at times due to quarantines.
3. Foot traffic has been slow, but is partly seasonal.
4. Increase in reciprocal borrowing.
5. New curbside sign was installed.
6. PPE grant was received.
7. Staff member Jennette Weiss set up well-received “Dinovember”.
8. Held drive-through Polar Express using radio transmitter purchased by Friends.
9. Co-Directors have been attending webinars, talking with RAILS, PrairieCat.
10. Ms. DeBord noted power failure from wind and various equipment down including elevator. Also had window breakage and fire alarm call.
11. Ms. Augustine continued the report.....She reached out to Chamber of Commerce and they are not having meetings at this time. Upcoming library programs posted on Chamber website.
12. A project brief needs to be completed for the website re-design.
13. Manager meeting to be held to discuss future goals.
14. A local Library Director came to see how Yorkville is handling pandemic protocols.
15. Will be starting per capita grant, deadline delayed to March.
16. Ms. Weiss has reached out to Autumn Creek School to create relationship.
17. Library has had many burnt out lights and city spent 2-3 days replacing bulbs. Mr. Dhuse will check into replacing parts compatible with LED bulbs. He also replaced another surge protector. A thank you was sent to the city.

City Council Liaison None

Standing Committees: None

Unfinished Business:

Website Re-design

It was again noted that the project brief sheet needs to be completed. The managers and Library Board members will provide input and it will be reviewed next month. It will take about 14-16 weeks for the update and it was suggested to launch it during National Library Week in April. PR was suggested on social media prior to the launch. Mr. Walter suggested a photo of the mural be added to the website. Also suggested was a possible scavenger hunt and prizes on the website. It was noted the new website will track the number of visitors and other information.

Update on HVAC Control System

Mr. Walter met with a company Syserco, that provided a proposal for replacement of the control system which was installed in 2008. They also tweaked the chiller settings. The quote for replacement

is about \$21,000. It is not immediately needed, however, it will be in the future, said Mr. Walter. Mr. Forristall added that it would be of great benefit to be able to log in remotely and receive alerts. Board members had questions on lighting and switches and after discussion, decided that the Facilities committee should meet prior to a decision. Ms. DeBord noted that there are problems with lighting that stays on all night. Mr. Forristall said the 'as built' drawings should be reviewed also. Several Board members suggested obtaining additional quotes from local companies and discuss further at the January Board meeting.

Water Heater Replacement Proposals

Quotes were received for a replacement water heater. A 50-gallon is required since there is a power vent to vent gasses. A new heater is not necessary immediately, however, it is 13 years old. The Board decided to be proactive and move ahead with a purchase. Mr. Crawford moved and Ms. Garcia seconded to accept R.J. O'Neil's quote of \$3,489.49 to replace the heater at this time.

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

New Business:

Replacement of Mixing Valves

Mr. Walter said the mixing valves mix the hot and cold water at the tap to maintain an even temperature. R.J. O'Neil reps said the poor water quality could be caused by the corroded valves. Since there is only one quote, President Crawford requested additional ones. After discussion, Mr. Hedman suggested tabling this replacement until the end of the budget year to determine the amount of money remaining.

Purchase of Custodial Equipment

Ms. DeBord said the custodians have requested an additional vacuum cleaner if the budget allows. The cost would be \$782 for an industrial model. She also said a couple of the older ones could be fixed if necessary. After a brief discussion, Mr. Hedman moved to approve the purchase of a new industrial vacuum at a cost not to exceed \$800. Mr. Crawford seconded. Roll call: Crawford-yes, Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia-yes, Forristall-yes. Carried 7-0.

Capria Mobile App for PrairieCat Members

Ms. Augustine gave a demonstration on the new app for use with PrairieCat. It allows users to view fines, show holds, create library cards, search the catalog, download books and many other features. Library staff will create a video tutorial and they are promoting this app.

Director Search

The Board discussed the next steps in the search for a Director. The Board also requested opinions from the current Co-Directors and staff and discussions should begin in January. Mr. Hedman said the budget preparations will begin soon and the final budget must be sent to the city by April. Mr. Walter asked if there is a legal reason to have a person in place with the title of Director. Ms. Rodriguez said some grants could not be applied for if there is no Director. The Board also discussed the advantages/disadvantages of posting a job now before the duties are known. They also talked about a part-time building engineer. It was decided the managers will be asked for input by the first week of January and Board members should bring a prepared list of needs to the January 11th meeting. Ms. Garcia will also provide a job description to provide a starting point. A special Board meeting will be held on January 25th at 6pm to focus on the job description.

Compensation for Interim Directors

President Crawford said he wanted to go into Executive Session for this discussion.

Executive Session:

At 8:44pm Mr. Crawford made a motion to move into Executive Session and he 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. Ms. Garcia seconded the motion.

The Session concluded at 8:48pm on a motion by Mr. Crawford and second by Mr. Walter.

As a result of Executive Session discussion, President Crawford made a motion to pay a retroactive stipend of \$500 a month to each Co-Director for the added duties. Ms. Garcia seconded the motion. Roll call: Brendich-yes, Walter-yes, Rodriguez-yes, Hedman-yes, Garcia-yes, Forristall-yes, Crawford-yes. Carried 7-0.

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 8:50pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker