

Yorkville Public Library
Board of Trustees
Monday, July 9, 2018, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by Vice-President Carol LaChance, roll was called and a quorum was established.

Roll Call: Theron Garcia-yes, Carol LaChance-yes, Wamecca Rodriguez-yes, Susan Chacon-yes, Darren Crawford-yes, Krista Danis-yes

Absent: Jason Hedman, Russ Walter

Others Present:

Library Director Elisa Topper, Director of Adult Services Shelley Augustine, Circulation Manager Sharyl Iwanski, City Council Liaison Jackie Milschewski

Recognition of Visitors: Ms. LaChance recognized the library staff and guest.

Amendments to the Agenda: None

Minutes: June 11, 2018 and June 18, 2018

Ms. Chacon noted that a statement read by Mr. Walter was missing one line in the attachment to the June 11th minutes. Ms. Topper will check on this. Ms. Rodriguez moved and Ms. Chacon seconded a motion to approve these minutes as amended. Unanimous voice vote approval.

The June 18th Personnel Committee minutes were approved as presented on a motion by Ms. Garcia and seconded by Ms. Rodriguez. Unanimous voice vote approval.

Correspondence:

Ms. Topper noted outstanding newspaper coverage was given about the presentation by the women's baseball league with stories in both the *Beacon News* and *Kendall County Record*. A thank you was received from the chairperson of the ALA, thanking the Board for sponsoring Ms. Topper's attendance at the recent conference where she also presented. A letter was also received from the State's Attorney regarding the OMA.

Public Comment: None

Staff Comment:

Ms. Augustine said more programs are scheduled including one on medical marijuana on July 26. An outreach coordinator who works with a dispensary will give the presentation. Ms. Topper said it is a trend for libraries to present this type of information.

Report of the Treasurer:

Ms. Chacon said the budget is on track and 17% though the year. The twice yearly interest payments were made and she pointed out there were 3 payrolls in June.

Payment of Bills

A motion was made and seconded by Trustees Crawford and Garcia, respectively, to pay the bills as follows:

\$16,155.72 Accounts Payable
\$57,548.13 Payroll
\$73,703.85 TOTAL

Roll call: Garcia-yes, LaChance-yes, Rodriguez-yes, Chacon-yes, Crawford-yes, Danis-yes.
Carried 6-0

Report of the Library Director:

1. Trico was called for alarm set off by high humidity.
2. HVAC system broke down and Daikin repaired at cost of \$2,200.
3. A bike was stolen from front of library and it was found the camera was not working, camera was replaced, police report made and the PD camera was checked also with no results.
4. Attended ALA conference, Ms. Topper thanked Board for approving her attendance.
5. Reviewed annual IPLAR report and Ms. Topper highlighted the comprehensive statistics about the library. Report was submitted to State library.
6. Discussed new type of books/ideas from conference and reported over 900 exhibitors there.

City Council Liaison No report

Standing Committees:

The Personnel Committee was the only committee that met.

Unfinished Business:

Update on the OMA

Ms. Rodriguez reported the Personnel Committee met just prior to this meeting. The Committee followed the recommendations of the State's Attorney to keep certain portions of the minutes in closed session and certain portions in the regular meeting minutes. The action was requested to be completed by August 1. A letter will be drafted to the State's Attorney and will be reviewed by the Deputy City Clerk prior to submission.

Nomination of Officers

At the previous Board meeting, Ms. Rodriguez was nominated for Secretary and Ms. Chacon for Treasurer. At this meeting Mr. Crawford was nominated for President and Ms. Garcia for Vice-President. Since some Board members' terms have expired and they have not yet been re-appointed, there was concern raised about those individuals holding an office if they were not re-appointed. Since the current Board President will be unable to attend several meetings due to a car accident, the question was also raised about achieving a quorum without the re-appointments. After some discussion, the Board decided to move forward and verbally voted unanimously to elect the slate of nominees.

Update on the Strategic Plan

This item was tabled.

Approve Mission & Values Statement

This item was tabled.

New Business:

Kendall Arts Guild Fundraising for Library Mural

Ms. Iwanski proposed the idea of enhancing the library walls and Ms. Topper had suggested exploring a mural for the library. Ms. Iwanski is a member of the Kendall Arts Guild and said the organization would collect the \$8,500 for the mural cost. Ms. Rodriguez suggested that students could paint murals and said they painted several murals at the high school. Since the mural would be totally funded with tax-deductible donations, it was decided to move ahead with the mural through the Guild. It was also pointed out that some areas would need to be done on scaffolding and while the library is closed. Ms. Danis said the mural content should reflect mission values and Ms. Rodriguez said the mission statement should be provided to the artist. The mural theme was described by Ms. Iwanski and she said it would revolve around authors. A tentative drawing will be submitted first. Ms. Topper said she liked the student painter idea for the kids' program room.

Ms. LaChance made a motion to approve a mural funded by the Kendall Arts Guild with a later approval of the final art. Ms. Garcia seconded and there was a unanimous voice vote.

Approve Weblinx Proposal for Web Hosting & Consulting

Ms. Augustine said this proposal has 3 components. The first is for the on-line registration. She is setting up parameters with Demco and Weblinx will need to overlay it into the calendar at \$250 for 2 hours of work. The second part is an updated, more modern look of the website. Ms. Garcia asked if a better rate could be obtained. The third issue is the slow loading which has to do with the host. Weblinx was asked to add this service into the quote. The cost per year for hosting is \$300. Ms. Rodriguez suggested the library may need to upgrade the level of service and Go Daddy should be asked for a higher speed. She said Weblinx is our original designer and if a new company is engaged, it will cost more money. She said the site needs to be ADA compliant. Mr. Crawford asked about the website security and resistance to hacking. Registrants put their personal information on line, payment is made in-house and this data needs to be protected. If the library switches to another service, the domain name may be lost. Board members will seek additional information on the technical issues from Mr. Walter. Ms. Augustine was asked to present these many questions and concerns to Weblinx.

Ms. Garcia made a motion as follows: to approve item #1 for Weblinx to integrate Demco advanced calendar on current website, swap out home page feed with a feed from Demco and link to the external site for the full calendar and event registration. Ms. LaChance seconded the motion.

Roll call: Garcia-yes, LaChance-yes, Rodriguez-yes, Chacon-yes, Crawford-yes, Danis-yes. Carried 6-0.

Executive Session:

Trustees Garcia and Crawford moved and seconded, respectively, to postpone review of Executive Session minutes for 6 months. Unanimous voice vote.

Additional Business:

Liaison Jackie Milschewski gave information about the old jail and said some Alderman would like it demolished. A citizen group has formed to try and save the jail and will be having a meeting at Chapel on the Green on Thursday. She said the structure complements the refurbished courthouse nearby.

Adjournment:

There was no further business and the meeting adjourned at 7:53pm on a motion by Ms. LaChance and second by Mr. Crawford.

Minutes respectfully submitted by Marlys Young, Minute Taker