

**Yorkville Public Library**  
Board of Trustees  
Monday, December 10, 2018, 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:** Russ Walter-present, Darren Crawford-present, Krista Danis-present, Ryan Forristall-present, Theron Garcia-present, Jason Hedman-present, Wamecca Rodriguez-present

Absent: Susan Chacon, Carol LaChance

**Others Present:**

Library Director Elisa Topper, Circulation Manager Sharyl Iwanski, Friends of the Library member Judy Somerlot

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

**Amendments to the Agenda:** None

**Minutes:** November 12, 2018

President Crawford moved and Russ Walter seconded the motion to approve the minutes as presented. Roll call: Crawford-yes, Danis-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes Carried 7-0.

**Correspondence:**

Ms. Topper shared news articles about the mini-grant and mural and also a thank you letter for the cards made by the library teens and sent to hospitals.

**Public Comment:**

Ms. Somerlot said the 6<sup>th</sup> annual mini-golf will be held at the end of January. She reported on some preparations for the event and said volunteers are still needed.

**Staff Comment:** None

**Report of the Treasurer:**

Mr. Crawford presented the treasurer report. Items discussed were the \$1,600 fee to Konica which was for a microfilm reader upgrade plus additional charges since the USB was outdated. The \$1,300 fee for internet and phones was discussed along with the e-rate reimbursement for the internet, but not phones which are no longer under the e-rate program. The e-rate consultant evaluates the internet charges annually and a staff member would have to evaluate the phone costs, said Mr. Walter. Ms. Topper will look at those rates and report next month. Later in the meeting Ms. Rodriguez clarified what months had been paid for the internet after closer review of the bill list.

### **Payment of Bills**

A motion was made by Trustee Hedman and seconded by Trustee Garcia to pay the bills as follows:

\$25,984.29 Accounts Payable

\$55,172.92 Payroll

\$81,157.21 TOTAL

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

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

Ms. Topper reported the following highlights: Library now has equipment for call-in attendance by Board members.

1. Trico has completed HVAC repairs for \$948.
2. Daikin repaired the chiller at \$1,800.
3. Library is mentioned in school newsletter.
4. Casey's donated cookies for Polar Express event.
5. Chicago Lego group met at library with approximately 175 people. Has been booked for next October.
6. City Council recognized Dixie DeBord for 19 years of library service.
7. Conducted several school tours including YHS special needs class.

**City Council Liaison** No report

### **Standing Committees:**

#### **Personnel**

The Personnel Committee met on December 3rd to prepare the Director's annual review.

### **Unfinished Business:**

#### **Replacing Library Copiers**

This item was discussed last month and was brought back for further discussion of the proposals. It was decided to place the present coin box on the copier in the children's area. The library will engage in a 60-month lease for two machines. A 30-day notice will be given to Konica, the present vendor. A motion was made by Mr. Hedman and seconded by Ms. Garcia to approve the new copier lease for 60 months, at \$185 per month, black and white rate of \$0.005 per copy and \$0.032 cents per color copy. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Crawford-yes, Danis-yes. Carried 7-0.

#### **Per Capita Grant 2019 Requirements**

Ms. Topper asked the Board to review the items highlighted in yellow for discussion at the January meeting.

### **New Business:**

#### **ALA/Google Coding Grant Activities**

Ms. Topper said a picture and article were in the paper for the Google coding attended by 103 kids and 18 adults. There was a raffle and she also shared information about the other activities held during this event.

#### **Library Donation**

Ms. Topper announced a donation of \$69,803 from a Yorkville resident, Howard Wolfe, who had been a library patron and passed away in 2017. She would like to bring this item back in January to discuss possibly naming the quiet room after him and holding a ceremony.

**Executive Session:**

At approximately 7:36pm Mr. Crawford made a motion to move into Executive Session and he read the reason for the Session as follows: For the appointment, employment, compensation, discipline, performance 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. Mr. Walter seconded the motion.

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

The Executive Session concluded and the regular session resumed at approximately 8:10pm. All Board members at the Executive Session were still present. A motion was made by Trustee Rodriguez and seconded by President Crawford to approve Library Director Elisa Topper's performance evaluation as prepared by the Personnel Committee and they recommended a 4% wage increase retroactive to Ms. Topper's anniversary. The evaluation will be presented to Ms. Topper.

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

**Adjournment:**

There was no further business and the meeting adjourned at 8:12pm on a motion by President Crawford and seconded by Mr. Walter.

Minutes respectfully submitted  
by Marlys Young, Minute Taker