

Yorkville Public Library
Board of Trustees
Monday, September 14, 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: Jason Hedman-yes, Wamecca Rodriguez-yes, Russ Walter-yes, Julie Brendich-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes

Absent: Susan Chacon

Others Present:

Library Director Elisa Topper, Director of Adult Services Shelley Augustine, Technical Services Director Dixie DeBord, Alderman Dan Transier, Mick Smith-TBS (Today's Business Solutions), Mike Hoorelbek-Collegiate Landscape, Jeff Norris-Metronet

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

Amendments to the Agenda: Mr. Hedman requested to add a discussion regarding the “Library hours of operation”. President Crawford asked to move the landscape proposal forward.

Unfinished Business: Out of sequence)

Landscaping Proposal/Presentation

Mr. Mike Hoorelbek of Collegiate Landscaping presented his plan for the proposed landscaping around the Library sign. He detailed the specific plants he would use, the work that would be included and presented a diagram of his plan. Ms. DeBord gave feedback on the plan and the Board discussed the proposal. Two other proposals were also received. The Garden Club will donate \$500 for the landscaping. Ms. Topper thanked Ms. DeBord for the work she has done on the grounds on her own time and a plaque was placed in the flower garden with the inscription “Dixie's Garden”. Ms. Topper said money will be needed in the budget for the spring/fall maintenance and other work as needed. A motion was made by Trustee Garcia to approve the Collegiate Landscaping proposal for the sign landscaping. Trustee Hedman seconded. Roll call: Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes. Carried 7-0. The work will begin in October.

Metronet Business Agreement

Mr. Walter asked to move this presentation forward on the agenda. Mr. Jeff Norris gave a proposal for a 1-year term and 1-gig service. He said he kept the price as low as possible in an effort to help the Library. It was noted the school district also uses Metronet. The cost is \$250 per month for a 3-year contract, but it does not qualify for e-rate. New phones, necessary wiring and maintenance could also be provided by Metronet. Mr. Norris said if the Library signs a contract for phone and internet service, he would extend 2 months free for each service and no installation costs. The Board also discussed the possible fees which Comcast could charge for early cancellation of their current contract.

Mr. Hedman made a motion to approve the Metronet agreement assuming the Library can terminate the Comcast internet agreement without early termination fees and without paying the full contract. Mr. Walter seconded. Roll call: Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes. Carried 7-0.

New Business: (out of sequence)

(President Crawford moved the Today's Business Solution presentation forward on the agenda.) Mr. Mick Smith of TBS (Today's Business Solutions) said the Library is working to update technology, bring more people back into the Library and attract young patrons. The technology on the second floor is from 2011 and can no longer be updated. He said a new scan station is needed and described the many capabilities of this machine such as translation for 25 languages and enhanced accessibility. It can also be used as a fax and accepts debit cards, credit cards and library cards for payments. He said many school districts in the area use their technology. He said the scanner can also perform older photo enhancement and has many other features including mobile printing.

Mr. Smith has posters to display in the Library to promote the touchless capabilities especially during the pandemic. The total cost for the equipment is \$11,400 with \$395 a year for e-print. Mr. Smith said he would include the e-print in the price even though it was missing from the quote. There is also a \$8.95 yearly fee for a credit card payment device. An interest-free payment plan is offered to libraries.

President Crawford made a motion to adopt the TBS scan station update for print, credit card, mobile printing and utilize the payment plan with yearly payments of \$3,584.10 for 5 years. Trustee Garcia seconded the motion. Roll call: Forristall-yes, Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes. Carried 7-0. The equipment will take 4-6 weeks to install and includes training. Charges for color copies were briefly discussed.

Minutes: August 10, 2020 Board Meeting and August 27, 2020 Policy Committee Meeting

For the Board meeting minutes, page 2, curbside service should read 450 per month, (not day). President Crawford moved to approve both sets of minutes with the correction. Trustee Garcia seconded the motion. Roll call: Garcia-yes, Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes. Carried 7-0.

Correspondence: None

Public Comment: None

Staff Comment:

Ms. Augustine thanked the Board for the equipment purchase just approved.

Report of the Treasurer:

Financial Statement

Treasurer Hedman presented the report. He pointed out the large invoice for Cambria which occurs 4 times a year and he asked for a copy of the invoice to review the costs. Ms. Topper said she is applying for a grant to help with the costs that have been higher due to increased use of supplies during the pandemic. Ms. Topper noted Cambria is a local business which they try to support. Mr. Hedman also highlighted other invoices/services for the month. On the expense side, the Library is at 18.78%

of the budget and 35% of the year into the budget. He thanked the Library staff for good stewardship of the budget. Mr. Crawford questioned an invoice for jumper cables which is part of the “Library of Things” that can be borrowed.

Payment of Bills

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

\$27,271.78 Accounts Payable
\$36,819.23 Payroll
\$64,091.01 TOTAL

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

Report of the Library Director:

Director Topper reported the following highlights:

1. She is working on 2 state grants: \$500 for pandemic supplies, \$4,500 for books on cultural/racial diversity.
2. Ms. Topper is meeting with managers this week.
3. Regarding community involvement requested by Board, Ms. Topper met with Police Chief Jensen and partnered with them to host Citizens Academy meetings. Ms. Augustine is part of the class.
4. Spoke with Chief Jensen about PADS which will not be occurring this year due to the pandemic. Will obtain info for a location in Joliet which can provide assistance.
5. Conversation with Chief Jensen regarding enforcement of Library mask requirement. He discussed with City Attorney and will speak at October Board meeting.
6. Received check for \$150 for purchase of books regarding racism.
7. \$4,000 received from Friends group for purchase of books.
8. Four new and one former employee hired.
9. Marketing Plan and Staff Study included in packet, to be discussed later.

City Council Liaison:

Alderman Transier inquired if the Board had considered people from Court Services who have community services hours to fulfill, to assist with maintenance work. Ms. Topper said the Library does not have the staff to supervise.

Standing Committees:

President Crawford said the Policy Committee and Physical Facilities Committee met recently and he asked the Chairpersons to summarize the meetings.

Policy Committee

Ms. Brendich discussed the Policy meeting which was held to review Covid protocols for staff. Two forms were developed for staff to request pay in the event they are quarantined: Emergency Paid Sick Leave Request (EPSLA) and a Support Statement for Covid absences. One revision will be made on the request form. The emergency payments will end in December. A Protocol for Employees Who Test Positive For Covid was also developed. President Crawford said the Protocol needs to be adopted since it deals with money. President Crawford moved to adopt the Protocol for Employees, the EPSLA form and Support Statement for Emergency Paid Sick Leave form. Ms. Garcia seconded.

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

Physical Facilities Committee

Mr. Crawford said the R.J. O'Neil rep will give a presentation at the October Board meeting. He will also bring proposals for 1 and 3 year contracts for consideration and the hourly rate will be held. The rep will also bring a written procedure to assist staff with restarting equipment after power failures. There will also be a discussion of the city hall generator as it relates to the Library.

Unfinished Business:

Marketing Plan (Draft Revised)

Ms. Topper added goal #4 for Community Involvement. The Board discussed a possible pop-up Food Pantry giveaway in the parking lot. Kendall County has also asked the Library to participate in special events. Homebound Library service for drop-off of books was reviewed. Partnerships with local assisted living or senior housing were also suggested. Ms. Brendich asked if there is a list of organizations with whom the Library would want a relationship. Ms. Augustine will also coordinate a virtual Medicare program in the future. Ms. Garcia said the Library must make itself relevant to the community and could engage an intern who could also create marketing material or initiate Instagram. Ms. Topper will discuss at the Manager meeting.

Return to Normal Hours

Mr. Hedman suggested a return to normal operation hours. The 1-hour time limit also needs to be revisited since students use the Library for e-learning. There is concern for possible negative feedback if a student is asked to leave if using the computer longer than one hour, so it was suggested the time limit could be enforced only if the Library is over capacity. Ms. Rodriguez said this is a good opportunity to change the brand of the Library along with the new scan station capabilities and allowing students to be in a safe space. Ms. Garcia said kids are also in search of computer hotspots.

The suggested new hours are 10-7pm Monday through Thursday, 10-5pm Friday, 10-4 on Saturday starting on October 5th and it will be publicized. The study rooms and meeting room cannot be used for study areas during the Covid, due to poor ventilation and soft furniture being stored in the rooms.

An unpaid intern position will be pursued as well, with possible candidates from local colleges.

YPL Staff Study and COLA

Ms. Topper presented a chart of area libraries, their current hourly salaries and other info. She is requesting a 3% COLA retroactive to July 1. She detailed justifications in a memo to the Board. She recommended the Board look at staffing for the next FY and consider a new position July 1, 2021. Mr. Hedman confirmed that the budget could support the request. Those who received minimum wage increases due to the state law effective July 1 will not receive this 3%.

Mr. Hedman moved to increase the salaries 3% for staff, retroactive to July 1, with the exception of those who received the minimum wage increase. Ms. Garcia seconded. Roll call: Hedman-yes, Rodriguez-yes, Walter-yes, Brendich-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 7-0.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 9:42pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker