

Yorkville Public Library
Board of Trustees
Monday, August 9, 2021 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

NOTE: This meeting was held in accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Agency Act. Due to the current Covid-19 pandemic, the United City of Yorkville is encouraging social distancing by allowing remote attendance at the Library Board of Trustees meeting.

The 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:

Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Tara Schumacher-yes-via Zoom, Sue Shimp-yes

Absent: Bret Reifsteck

Staff Present:

Library Director Shelley Augustine

Others Present:

City Council Library Liaison Jackie Milschewski, Friend of the Library Judy Somerlot, Daniel Chacon

Recognition of Visitors:

President Crawford recognized staff and guests.

Amendments to the Agenda: None

Presentations: None

Minutes: July 7, 2021 Policy Committee; July 7, 2021 Community Relations Committee; July 12, 2021 Board of Trustees; July 19, 2021 Cooperative Educational Commission

Mr. Walter moved and Ms. Garcia seconded to approve all sets of minutes as presented. Roll call: Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-abstain. Carried 7 yes, 1 abstention.

Correspondence: None

Public Comment:

Ms. Somerlot said there are 2 years of books that will be sold at the used book sale and she requested volunteer help on two different days. She said \$7,000 was made at the sale 2 years ago. Due to covid, the sale will be set up in various library locations.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Chacon highlighted some of the large expenditures for the month and she added that the budget is doing well. Overall, development fees are up 67.5% at 25% of the budget year.

Payment of Bills

President Crawford moved and Trustee Garcia seconded the motion to pay the following expenses:

\$17,948.37 Accounts Payable

\$36,227.89 Payroll

\$54,176.26 Total

Roll call: Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 8-0.

Report of the Library Director:

1. The summer reading program has concluded and Director Augustine recognized all sponsors.
2. Community Fest has been switched to Saturday, October 9th from 11-3.
3. Friends of the Library will sponsor an Illinois Stormchasers program.
4. Escape Room and Weather Wizard will be presented by Jennette Weiss.
5. Several reading activities are taking place.
6. Friends are sponsoring program honoring September 11th.
7. Westchester Library hosting Zoom program about Great Chicago Fire & Peshtigo Fire.
8. Partnering with Garden Club to hold program about being “tool savvy”, sponsored by Friends.
9. Zoom program by New York Times best-selling author, historical thriller
10. Held 2 Medicare seminars in July.
11. Purchased tent/other equipment for pop-up library, will showcase during Hometown Festival.
12. Will be attending Chamber of Commerce luncheon.
13. Will attend Kendall County Historic Preservation Commission meeting.
14. Appeared on WSPY to showcase library.
15. Chamber of Commerce will hold blood drive at library.
16. New mask announcement, strongly recommend masks in library.
17. TK Elevator Co. repaired second broken elevator button. Ms. Augustine is collecting maintenance proposals from new vendors suggested by Mr. Forristall, for elevator service.
18. Syserco has ordered parts for building automation equipment and will schedule an appointment when all parts are received.
19. Yorkville Library continuing to hold top spot for usage of Capria mobile app.
20. Reminded Board members to complete OMA training.
21. Genevieve Hix is working on grant from American Rescue Plan Act to expand library services.
22. In-service staff day scheduled for September 24th, many activities planned.
23. RAILS is doing on-line roundtable training for succession planning for Trustees.
24. Oswego Library has informed Ms. Augustine that a group of First Amendment auditors are visiting libraries looking at policies.

City Council Liaison: None

Standing Committees:

Cooperative Educational Commission

Mr. Crawford has begun sending emails to school department heads to hopefully establish a partnership with the schools.

Finance Committee

Will be discussed under New Business.

Unfinished Business:

Verde Energy Lighting Proposal

Ms. Augustine included the updated Verde proposal in the agenda packet. There was to be a follow-up with the city regarding the franchise and Finance Director Fredrickson did not see any issue with the franchise changing even though the city offices are moving into a different building. Steve Raasch, Facility Manager for the city, said the lighting control system is the biggest issue especially since the control system company is located in California and because of the time difference, it is harder to reach them when the city is working on the lights. He asked that someone verify that the new LED lights would work with the control system and he suggested the city contact ComEd to verify the total amount of incentives the library would receive. Syserco will develop a proposal and the LED's will not be a problem with the system.

Mr. Walter met with Syserco who said it will be expensive to replace all the wiring and switches. He added that the lights can be manually turned off as well. He believes the California company just programmed a schedule of off/on times. Ms. Garcia asked if anyone has spoken with that company or looked at the manual and suggested the Facilities Committee research this. Mr. Tom Lindblom had spoken with them and had difficulty obtaining answers. Mr. Crawford said the library is not paying for service from that company.

YPL Community Fest

Ms. Augustine will meet with Tiffany Forristall this week. Ms. Forristall is a Friend of the Library and will be contacting many of the vendors and arranging the various activities, games and presenters. Staff also wants to showcase the many technology upgrades. There will be well-known local people reading stories and a ukelele band will also be present. The new date for this event is Saturday, October 9th from 11am to 3pm.

New Business:

Extending Library Service Hours

Ms. Chacon said this idea was discussed at the Finance Committee meeting just prior to this meeting. Director Augustine had compiled a spreadsheet showing the cost (about \$15,000 yearly) of being open extra hours. The proposal is to open one hour early--9am Monday-Saturday and the Committee said this was a good idea. Many other area libraries are open longer than Yorkville. There will be money in the budget to cover this proposal which will come from the previously approved Facilities Manager position. The committee proposed to start these new hours on September 7th.

Mr. Walter moved to approve the extended hours to begin September 7th and Mr. Crawford seconded the motion. Roll call: Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 8-0.

COLA

This matter was also discussed at the Finance Committee and Ms. Chacon said it was recommended to give the full time employees (except the new hire and the new Director) a 3% raise. The part-time employees will be increased to \$12 an hour in January and will not be included in this recommendation. A wage adjustment will also be done at that time for the part-time and it will be looked at in December. This proposal is budgeted.

Mr. Walter made a motion to give a 3% cost-of-living increase to the managers, Sharyl Iwanski-Goist, Jennette Weiss and Dixie DeBord. There will be no cost-of-living increase for the part-time because they received a minimum wage increase. Mr. Crawford seconded the motion. Roll call: Millen-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 8-0.

Carpet Cleaning Proposal

Director Augustine explained the quote received from Imperial Service Systems to clean the carpet, windows, tile. The high-traffic carpeted areas were last cleaned in 2018 by Stanley Steemer. The quote she has received is for all carpeted areas which would be cleaned on the weekend or evenings. She said next time only the high traffic areas could be cleaned. Mr. Forristall commented that carpet is very expensive and it should be maintained. Ms. Garcia moved and Mr. Walter seconded to approve the carpet cleaning proposal to have all carpeted areas cleaned at a quote of \$4,437. Roll call: Garcia-yes, Millen-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes. Carried 8-0.

Executive Session:

President Crawford said an Executive Session meeting would be needed to review Executive Session minutes and determine those to be released as well as those to remain closed. At approximately 7:47pm Mr. Crawford made a motion to go into Executive Session and he read the reason for it as follows: For the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 20.06. Ms. Garcia seconded the motion. The Board entered into the Session at 7:48pm and it concluded at approximately 8:04pm.

New Business cont.

Mr. Crawford made a motion to release the Executive Session minutes of February 8, 2021 and April 12, 2021 and all other minutes will remain sealed at this time. Ms. Garcia seconded. Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes. Carried 8-0.

Adjournment:

There was no further business and the meeting adjourned at 8:04pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker