

**Yorkville Public Library**  
Board of Trustees  
Monday, September 13, 2021 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:**

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

**Others Present:**

Library Director Shelley Augustine, Friends of the Library member Judy Somerlot, Daniel Chacon

**Recognition of Visitors:** President Crawford recognized staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Minutes: August 9, 2021 Finance Committee, August 9, 2021 Board of Trustees**

Trustee Walter moved and President Crawford seconded to approve the minutes as presented. Roll call: Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes, Schumacher-yes, Reifsteck-yes, Millen-yes. Carried 9-0.

**Correspondence:** None

**Public Comment:**

**Friends of the Library Report:**

Ms. Somerlot thanked all who assisted with the book sale and also thanked Mr. Crawford and his family for their help with the setup and cleanup. She reported the Friends had met this morning and more people have joined. The book sale is ongoing and as of this date the sales total \$8,321. The leftover books will be donated to various organizations. Ms. Somerlot said the Friends have approved monetary donations for library activities, mulch and the Community Fest. Adult Services Director Genevieve Hix requested \$900 to purchase accessibility items. The Friends group is also looking at estimates for another outside trash container. Volunteers are needed for both the Community Fest and the mini-golf event scheduled for February 6, 2022. The grassroots committee has ordered signs and many people have submitted ideas for promoting the library.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Chacon cited an error in coding a Nicor bill to advertising rather than utilities. The state grant has been received and she noted a group of subscriptions that are renewed annually. Trustee Walter mentioned the e-rate reimbursement will be applied to the Metronet July billing and the actual amount will be \$249.95. It will be set up for an electronic payment starting in September.

**Payment of Bills**

President Crawford made a motion to pay the bills as follows and it was seconded by Ms. Garcia.

\$16,323.98 Accounts Payable

\$38,823.57 Payroll

\$55,147.55 TOTAL

Roll call: Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes, Schumacher-yes, Reifsteck-yes, Millen-yes, Garcia-yes. Carried 9-0.

**Report of the Library Director:**

Ms. Augustine thanked Ms. Somerlot and the Friends group for their work on the book sale. The pop-up library was debuted at the Hometown Days, however, there was no foot traffic where they were located. Plans for the Community Fest spearheaded by Tiffany Forristall, are underway and Ms. Augustine detailed the many activities already arranged. Director Augustine also spoke about the many recent programs presented. She also attended a Chamber of Commerce lunch and gave a reference desk segment on WSPY radio. A blood drive was also held at the library. She reported on the library operations including many building and mechanical issues. Ms. Augustine inquired about traffic cone placement to prevent high school students from driving through the library parking lot after school and causing a hazard. Public Works provided cones immediately. In other matters, interviews have been held for 3 part-time positions, an in-service day will be held September 24<sup>th</sup> and the new library hours have been well-received.

**City Council Liaison:** No report.

**Standing Committees:**

**Policy**

Ms. Garcia reported the Policy Committee met to review personnel policies which will be discussed later on the agenda.

**Cooperative Educational Programming Commission**

President Crawford said he has reached out to school officials and is waiting for a reply.

**Unfinished Business:**

**Camera System Proposals**

Ms. Augustine said this topic has been discussed many times at Board meetings and she asked for Board direction on the camera system. She created a comparison chart of the previous quotes received and asked if the quotes needed to be revisited. There was recently an incident that was not captured on camera and committee members said new cameras are needed, citing a possible liability issue. The Board discussed the budget and how to accommodate the cost of new cameras. Ms. Schumacher commented it would be more beneficial to buy new equipment rather than always patching equipment. President Crawford proposed that camera locations be identified and phase out the old system while investing in a system that is modular to allow for the purchase of a few new cameras each

year. A stand-alone system with no internet connection is recommended, so there is no hacking possibility. Mr. Walter will contact the rep from the prior quote for a revision and to discuss a service contract.

**New Business:**

**Disaster Plan Update**

An updated Disaster Plan was presented, with revisions to names, phone numbers along with maps of fire alarms, emergency exits and fire extinguishers. This update will be reviewed with employees at the in-service day.

**Personnel Policy**

Ms. Augustine pointed out the changes made in this policy and said a new harassment policy is separate. The Board reviewed the revisions and suggested a few minor changes. President Crawford made a motion to adopt the Personnel Policy with the changes suggested and Trustee Walter seconded the motion. Roll call: Shimp-yes, Schumacher-yes, Reifsteck-yes, Millen-yes, Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes. Carried 9-0.

**Policy Against Harassment**

The library attorney drafted the harassment policy which he recommended for adoption by way of a resolution. President Crawford read the resolution aloud and made a motion to adopt the harassment policy as presented, seconded by Russ Walter. Roll call: Schumacher-yes, Reifsteck-yes, Millen-yes, Garcia-yes, Forristall-yes, Crawford-yes, Chacon-yes, Walter-yes, Shimp-yes. Carried 9-0.

**Executive Session:**

At approximately 8:20pm the Board moved into Executive Session on a motion by Mr. Crawford and second by Mr. Walter. President Crawford stated 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.** At approximately 8:30pm the Session was concluded and the Board moved back into regular session with no further action taken.

**Additional Business:** None

**Adjournment:**

There was no further business and the meeting adjourned at 8:30pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker