

**Yorkville Public Library**  
Board of Trustees  
Monday, February 14, 2022 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

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:**

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

Absent: Tara Schumacher

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Judy Somerlot, Daniel Chacon

**Recognition of Visitors:**

President Crawford recognized staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Minutes: January 10, 2022 Board of Trustees; January 31, 2022 Personnel Committee; January 31, 2022 Finance Committee**

All sets of minutes were approved as presented on a motion by President Crawford and second by Ms. Garcia. Roll call: Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Millen-yes. Carried 8-0.

**Correspondence:**

Ms. Augustine received emails from home-school parents asking for elimination of the current mask mandate for the ongoing Covid pandemic. She also received a note from Stephanie McHugh, school ambassador, who also donated books to the library.

**Public Comment:** None

**Friends of the Library Report:**

Ms. Somerlot reported several members attended the Friends meeting this morning. They also approved \$1,000 for adult programs, \$250 for upcoming Library Crawl and \$250 for staff appreciation lunch.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Chacon highlighted some of the invoices from the month. She said the budget is at 75% of the year and utilities have reached 115% of the budget. Computer equipment and software is over budget, however, much of the cost will be reimbursed by a recent grant.

**Payment of Bills**

President Crawford moved and Ms. Chacon seconded the motion to pay the following expenses:

\$29,464.56	Accounts Payable
\$37,865.72	Payroll
<b>\$67,330.28</b>	<b>Total</b>

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

**Report of the Library Director:**

Director Augustine reported the following:

1. Clarence Goodman spoke via Zoom for MLK program and he is booked for next year as well.
2. Winter reading program is "Read to Feed", goal is to read 50,000 minutes and the Friends will donate \$100 to the Food Pantry.
3. Celebrating National Engineer's Week with programs for kids, STEM programs for spring break.
4. Created flier for Library Crawl visits and raffle baskets are being made by each library. Video to be created of all participating libraries, also a social media page to be made. Mini-golf being held first day of National Library Week.
5. R.J. O'Neil repaired exhaust fan during preventive maintenance visit. Outside lights have not turned off since January 25<sup>th</sup>, maintenance man is investigating.
6. Maintenance man Ted has plowed and shoveled snow and also places barricade each day.
7. Hired part-time staff member who splits time between adult services and circulation.
8. Police Department reached out to staff for anyone needing boosters for virus, 98% of staff now vaccinated/boosted.
9. Had conversation with patron who had inappropriate wording on his mask. Director spoke with Police and Attorney and now has updated Patron Use and Behavior Policy regarding acceptable language on clothing.
10. Waiting for Governor's announcement on February 28<sup>th</sup> of possible lifting of mask mandate.
11. Director noted that minute-taker wages were raised to an \$85 flat fee per meeting.
12. Upcoming programs for all ages are highlighted in flier.

**City Council Liaison:** None

**Standing Committees:**

**Finance Committee**

Ms. Chacon said the committee met and discussed several topics to be addressed under New Business.

**Personnel**

Ms. Garcia said this committee met to conduct the Director's Performance Evaluation.

**Unfinished Business:** None

## **New Business:**

### **Approve Revised Patron Use and Behavior Policy**

Ms. Augustine presented a draft of this revised policy. A motion was made by Mr. Crawford to approve the policy with a few minor changes made by the Board and the motion was seconded by Mr. Walter. Roll call: Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Shimp-yes, Walter-yes. Carried 8-0.

### **Approve ADA Compliance Policy**

Part of the per capita grant and checklist requires that the library has an ADA policy. The library did not have one, so the attorney has drafted a policy. It was moved and seconded by Mr. Walter and Ms. Garcia, respectively, to approve the policy as presented. Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Shimp-yes, Walter-yes, Chacon-yes. Carried 8-0.

### **Discussion on Becoming a Fine Free Library**

Director Augustine is proposing to become a fine-free library. Under this proposal, no late return fees would be charged, but fees would be charged for damaged or lost books. She believes it is a goodwill gesture and will help the underserved patrons in the community. It would also remove uncomfortable conversations that staff must have with patrons who may not have the financial means to pay. She said the fines are a small amount of the budget and that \$4,769 has been collected this budget year. She provided a list of fine-free libraries saying that most of the surrounding libraries participate in this. She proposes to begin this at the start of the new FY.

In discussion of the proposal, Ms. Garcia noted that the library may be needed for school homework and an entire family account might be blocked for non-return of materials. Mr. Crawford said he feels fines teach responsibility. The average cost of replacing a lost book is \$17, but the patron would be charged \$25. If the materials are borrowed from other libraries, fees must also be collected for late books and holds placed for lost books. After this discussion, Mr. Walter moved and Ms. Shimp seconded a motion to approve the proposal for becoming a fine-free library. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-no, Shimp-yes, Walter-yes, Chacon-yes, Crawford-no. Carried 6 yes and 2 no.

### **Reviewing Proposed FY 23 Budget and COLA Discussion**

Treasurer Chacon said the Board needed to discuss the 5 part time staff who have not received a raise in a few years. They began with a discussion of the entire budget. Due to a misunderstanding, some staff should have received a raise this year, but did not. This raise must also be considered for the FY '23 budget. Ms. Augustine showed a spreadsheet detailing several options to rectify this situation and she explained each.

Option #4 was recommended as the best solution and it would allow a 3% raise for all with the exception of 5 staff who would be raised to \$15/hour on May 1. Ms. Augustine said those 5 have worked more than 5 years.

Mr. Walter moved to approve Option #4 which would pay p/t staff a 3% increase at the beginning of the FY and 5 identified people would be bumped to \$15 at the beginning of the FY. Ms. Garcia seconded the motion. Board members had some questions on the options and how to fund the increases. The question was raised if the increases should be tied to a yearly performance review. In summary, it was noted that some of the increases are a result of the new minimum wage laws.

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

As part of the budget discussion, the Board then began reviewing salaries and wages. The Director said a full-time position for a Community Engagement person had been put in the budget at a salary and benefits total of about \$81,000, but if the Board asks to have that position removed, it will reduce the proposed budget. She also noted the part-time hours could be capped so that IMRF does not need to be paid. It was suggested that the Community Engagement person should start as a part-time position and other comments were: the new position would allow managers to focus more on their jobs, what revenue does this position bring, the pay is very robust considering it is non-revenue generating. Ms. Millen said the high school has a field experience program that allows for students to do internships, etc. She recently used the program and said it was an hourly paid position and a very positive experience. At a Board suggestion, Ms. Augustine will survey other libraries. It was decided to ask Finance Director Fredrickson to be present at the next library meeting, along with a revised budget omitting the full time position. Ms. Augustine will also bring a job description.

**Executive Session:**

At approximately 8:32pm, President Crawford made a motion to enter into Executive Session which Ms. Garcia seconded. He read 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. Roll call: Millen-yes, Reifsteck-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 8-0. The session began at 8:33pm.

The Session concluded at 8:40pm and the Board returned to their regular meeting. In the regular session, the Board accepted the Director's evaluation as presented by the Personnel Committee, on a motion by Mr. Crawford and second by Ms. Garcia. Roll call: Reifsteck-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 8-0.

**Adjournment:**

There was no further business and the meeting adjourned at 8:41pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker