

Yorkville Public Library
Board of Trustees
Monday, June 13, 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:

Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Sue Shimp-yes, Keri Pesola-yes, Jackie Milschewski-yes, Darren Crawford-yes, Ryan Forristall-yes.

Staff Present:

Library Director Shelley Augustine

Others Present:

Judy Somerlot, Daniel Chacon, Russ Walter

Recognition of Visitors:

President Crawford recognized staff and guests.

Amendments to the Agenda: None

Presentations: None

Minutes: May 9, 2022

Mr. Crawford moved and Ms. Milschewski seconded the motion to approve the minutes as presented.

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

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Somerlot said the Friends approved \$1,300 which includes \$600 for the Harry Potter program, \$200 for summer adult reading program and \$500 for the year for the monthly craft program. The group also approved a change to their constitution to define themselves as a group of volunteers. They had a meeting regarding the upcoming used book sale and the prices will be reduced to \$1.00 a book and 50 cents for kids' books.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Ms. Augustine gave the highlights: the STEM kit purchases will be reimbursed with a grant, a couple purchases will be applied to FY22, Liberty Mutual was paid for the yearly crime bond and there were 2 invoices for HVAC repairs.

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

Payment of Bills

\$23,883.30 Accounts Payable

\$41,371.41 Payroll

\$65,254.71 Total

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

Report of the Library Director:

Director Augustine highlighted the following from her written report:

1. The summer reading program has begun-- theme is STEM with a different program each week. Several businesses donated prizes for the reading program—all donors listed in a flier.
2. A library internship is starting for kids 9-13 to shadow library employees.
3. Storytime to be held at Farmacy Farmstand in Newark with a honeybee program.
4. Partnering with school district to get children ready for kindergarten.
5. Plans for School of Wizardry continue, volunteers are still needed.
6. Dungeons & Dragons program started for adults.
7. Illinois Stormchasers will present a program, first one was very popular and 75 people attended.
8. Illinois Libraries Presents will feature an award-winning chef /author. There is one more program until September when it starts again.
9. Mobile Museum of Tolerance will be coming to the library July 5-8. It teaches tolerance for various scenarios. Ms. Augustine will ask community leaders to visit the Museum.
10. The lower gutters have been cleaned, but the Director will hire a firm to clean the upper gutters.
11. Possibly hire a cleaning service at the beginning of the calendar year.
12. Director of Adult Services will be leaving the library, job has been posted and interviews have begun.
13. At the last meeting, Director shared info regarding vandalism that occurred at library. She contacted school officials who offered a plumber to repair the issues. Security cameras were viewed and students ineligible to be off campus, were seen on the footage. The school will discipline those involved.
14. Working on IPLAR report with assistance from the city. Due by June 30th to the state.
15. A photographer has taken photos of the library for a new brochure being created at no charge by a Friend of the Library.

President Crawford asked if the library attendance had increased for the year. Ms. Augustine said it is up considerably and showed 55,531 visitors for the year. She will create a monthly visitor report comparing last year to this year, by month.

City Council Liaison: None

Standing Committees: None

Unfinished Business:**Yorkville Education Foundation Storywalk Update**

Ms. Augustine received a memo from Parks and Rec Director Tim Evans, that he sent to the Park Board. The storywalk has been approved for the Heartland Circle Subdivision. The Parks Dept. will do the installation and the Foundation will pay for and be responsible for upkeep, update the stories and will partner with the library for the books. The tentative completion date is before school starts and a formal kick-off was suggested.

Security Camera Quote

Griffon Systems, who provided the previous cameras, gave a quote for 6 cameras. The price includes installation and all materials. President Crawford made a motion to purchase the 6 additional cameras at a cost of \$6,650. Ms. Milschewski seconded the motion. Roll call: Shimp-yes, Pesola-yes, Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes. Carried 9-0.

Director Evaluation Was Due May 1

A Personnel Committee meeting will be scheduled to complete the Director evaluation.

New Business:

Nomination of Board of Trustee Officers

The slate of officers nominated is: Darren Crawford for President, Theron Garcia for Vice-President, Jackie Milschewski for Treasurer, Rosie Millen for Secretary. A roll call vote will be taken at the July meeting.

HVAC Updates and Discussion

Director Augustine informed the Board of a critical issue with the HVAC system/chiller. A temporary A/C unit was rented at a cost of \$700/week and she recommended purchasing a unit for emergencies. She explained the HVAC issue in great detail and said it is a major repair, likely a gasket that needs to be repaired, that could cost \$20,000 with \$10,000 of that in labor. Ms. Augustine contacted the city to find a total of what has been spent on the chiller since 2011. From 2011 to 2019, \$107,600 was spent on all HVAC. From 2019 to the beginning of 2022 the library spent \$38,000. A grand total of \$153,000 has been spent since 2011. Mr. Forristall used a car repair analogy saying in the long run, it may be better to repair the chiller due to the cost. He said the unit is almost at the end of life, but the library does not have the money for a new unit and there is no choice but to repair the unit. Ms. Augustine said the library would have to take out a mortgage to purchase a new unit. Director Augustine said the mechanical systems have just been repaired as needed. She noted that the Plano Library recently had 3 HVAC units replaced at a cost of \$248,000. A mortgage was needed to finance the purchase.

The Director has had discussions with city officials who advised doing an RFP. Ms. Milschewski said there was a consultant working on the new city hall, who might be able to help with this matter. It was noted that any repairs would not be able to be done for about 18-20 weeks and Mr. Forristall added that even with an RFP, it may not be possible to have major repairs done until next year. President Crawford said the Physical Facilities Committee should meet to address this situation. Trustee Forristall said perhaps the consultant might be able to help with numbers.

Mr. Walter commented that the HVAC was installed in 2007 and there was no preventive maintenance from 2007-2011 as there was no money when the housing market was down. He suggested perhaps the library could tap the levy for bonds when they are paid off in 2025. Trustee Forristall said the unit is a 15-20 year unit which can be rebuilt and a new board could be installed. Mr. Crawford said the Board also needs to explore a new one due to the lifespan. Ms. Milschewski noted that if the library goes out to bid, they do not have to accept it, however, it would provide info for planning for the future, said Mr. Reifsteck. A Physical Facilities meeting will be set to discuss the options and the Facilities Manager will be asked to attend.

Capital Needs Assessment Discussion

Director Augustine said when she spoke with City Administrator Olson about a capital assessment plan, he said there was one done in 2017 and it gives replacement cost figures. He provided a copy of it to her and she will send it electronically to all Board members. It was noted there is a preventive maintenance done twice a year now.

Discussion/Approval Shared Marketing Position

Ms. Augustine discussed the marketing position she wished to have for the library. The Director of Parks and Rec, Tim Evans, contacted her to discuss a shared position with them. A job description was drafted and the two discussed the logistics of such an arrangement. Mr. Evans drafted a Memorandum of Understanding asking the City Council to approve hiring a full-time person who would report to the Library and Parks & Rec. Directors. The hire would be an employee of Parks and Rec. Ms. Pesola said this position would be beneficial to inform the community of all the library services and to form partnerships. Ms. Millen asked what is included in the "funding" of this position. It would include salary, taxes, benefits minus the library's portion. President Crawford asked the Board members to carefully read the Memorandum of Understanding. He asked for a change in the wording under Funding, to say the Library contribution, not the Library Board. He then made a motion to adopt it for the shared position of a Community Development and Marketing position with Parks & Rec. Ms. Garcia seconded the motion.

Roll call: Pesola-yes, Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes,

Schumacher-yes, Shimp-yes. Carried 9-0.

Director's University 2.0, ILA, & ALA Conference Attendance

Director Augustine said she has applied for an in-person conference for this training in August. She took part in the University when she first became Director. It will be held in Springfield and the cost is \$150 for 3 days and all is covered except mileage of \$200.

In the past, Directors have attended ALA and next year it will be held in Chicago. She said perhaps additional staff members could attend as well. The ILA will be held in Rosemont this year in October which she would like to attend and it is budgeted.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:13pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker