

Yorkville Public Library
Board of Trustees
Monday, August 8, 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:

Jackie Milschewski-yes, Darren Crawford-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes

Absent: Sue Shimp, Bret Reifsteck, Tara Schumacher, Keri Pesola

Staff Present:

Library Director Shelley Augustine

Others Present:

Friends of the Library Judy Somerlot and Daniel Chacon

Recognition of Visitors:

President Crawford welcomed staff and guests.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: July 11, 2022

President Crawford noted one correction on page 4, first line should say **Ms.** Garcia, not Mr. Garcia. He then moved to accept the minutes with that correction and Ms. Garcia seconded. Roll call: Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Milschewski-yes Carried 5-0.

Correspondence: None

Public Comment:

Ms. Somerlot commended the library on the spectacular School of Wizardry recently held and said it was a huge success. The new Marketing person, Katelyn Gregory, took many photos to document the event.

Friends of the Library Report:

Ms. Somerlot reminded everyone of the upcoming used book sale. Volunteers are needed and children's books will be in the circulation area to keep things distanced. She said the group discussed the mini-golf event at their meeting today and there is no one to spearhead the event for next year. Ms. Augustine is forming an exploratory group by partnering with Parks & Rec to discuss this further. Ms. Somerlot said this popular event has been held for 8 years with one skipped year due to Covid. Ms. Augustine and Tim Evans will meet after Hometown Days is over. Ms. Somerlot added that there is a company that will organize events like this, however, they charge \$5,000.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Ms. Augustine highlighted some of the larger invoices including some of the magazine subscriptions. She said more of the magazines are going digital which will need to be discussed at a later time.

Payment of Bills

Mr. Crawford made a motion to pay the bills as follows and Ms. Milschewski seconded.

\$15,029.64	Accounts Payable
\$42,242.28	Payroll
\$57,271.92	Total

Roll call: Forristall-yes, Garcia-yes, Millen-yes, Milschewski-yes, Crawford-yes. Carried 5-0.

Report of the Library Director:

Director Augustine reported the following:

1. The owl program, courtesy of the Friends Group, was attended by 90 people.
2. Discussed the Harry Potter event.
3. Held first computer class for seniors and taught by Mike Curtis. All classes are full for the month and will be held again in September.
4. Ms. Augustine is invited to Kendall County Focus Group meeting for broadband assessment needs for county.
5. City is doing a pilot program “Aging in a Changing Region”, to determine what services are needed for seniors. Workshop to be held October 20 which Ms. Augustine will attend.
6. Parking lot has been sealcoated, courtesy of Public Works staff.
7. Hired two part-time persons and 2 more may be needed. A salary study may be needed in the future to provide competitive wages to retain employees.
8. Found a water stain on the drop ceiling in book drop room. A pump was leaking and Ted Milschewski was able to install a new one, saving the library money.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

HVAC Repairs & Discussion

Director Augustine has been keeping a daily journal of HVAC issues to keep the Board members up-to-date on the many issues. She is still waiting on a boiler repair, but it is on hold since the boiler is not being used right now. Following a Board request to get a second opinion on the chiller problems, Trico came and hoped to see the chiller in failure, however, they did a walk-through and a tech will be sent for a second opinion. While looking at the chiller, they noticed an actuator motor was failing and needed to be replaced. It has now been repaired. They had quoted 8 hours of labor and they were finished in 2 hours, so Ted Milschewski asked them to look at other things while they were at the library and they found the boiler actuator had failed and it has also been replaced. Ms. Augustine said that Trico has been very thorough and staff is very comfortable with them. Trico also does work at the other city buildings. Tom from Trico also asked for the building plans and has digitized them, saving the library \$200.

Tom from Trico gave a second opinion on the chiller repair and explained the procedure, saying they would like to evacuate both circuits, fill one up, see if it leaks and migrates to the other to determine where the leak is. They quoted \$3,408 for 3 days of labor. While they are doing that procedure, they would also look at error messages. Tom also took a water sample and measured the glycol for freeze protection. It was only good to about 15 degrees and should be minus 20 to minus 30. He said more glycol is needed and that it comes in 55-gallon drums at a cost of \$1,900. Trustee Forristall asked how much is needed to bring the levels back up, but that is unknown at this time. He said R.J. O'Neil should be asked if they have checked the level and he said O'Neil may hire someone to fill the glycol. He noted that if the glycol is too low, the library could have lost the

chiller. Director Augustine will ask Mr. Raasch if O'Neil should have been checking the glycol level. Ms. Milschewski asked if the library has a contract with O'Neil. There is no contract at this time, however, they have been doing the preventive maintenance. Mr. Forristall suggested asking Trico if they have a preventive maintenance contract. Ms. Millen added that Trico seems to be more knowledgeable overall and Ms. Garcia added that Trico has offered more information. Mr. Forristall said Mr. Raasch and Mr. Milschewski have provided tremendous help.

Ms. Augustine also shared another problem involving water leaking in the IT room. A part was installed in May and the same part was needed again in July. Ms. Augustine asked if the work was under warranty as O'Neil quoted a price of \$1,486. Mr. Raasch got involved regarding the labor amounts since the repairs were so close together. A resolution to this has still not been provided from R.J. O'Neil. Ms. Milschewski suggested maybe there was another part that was actually faulty. Trico also looked at this issue and will provide a quote. Trico also added 4 pounds of refrigerant. A request will be made for a quote from Trico to replace the whole unit in the IT room which Mr. Raasch has estimated at about \$20,000. He also provided an estimate of total replacement of the chiller to be from \$220,000 to \$240,000 at today's prices.

When repairs were done today on the hot water valve, the tech told the Director she should track Nicor usage because the valve had been stuck open resulting in high gas bills. Ms. Augustine will check the past amounts on the Nicor bills.

Conclusion

Mr. Forristall said he would like a preventive maintenance program with Trico, ask them for their rates and a scope of work. He also said a service log is needed to prove the particular work has been done and to ensure the work will be covered under warranty. Director Augustine said she would like to continue with Trico and the Board agreed. Ms. Garcia suggested that every time a tech performs work, they should log it in. Ms. Augustine noted that techs do write explanations on the invoices which she keeps.

New Business: None

Executive Session: None

Additional Business: None

Adjournment:

There was no further business and the meeting adjourned at 7:51pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker