

Yorkville Public Library
Board of Trustees
Monday, November 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:

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

Absent: Bret Reifsteck

Staff Present:

Library Director Shelley Augustine

Others Present:

Friends of the Library Susan Neustrom and Daniel Chacon, Russ Walter, Steve Raasch

Recognition of Visitors:

President Crawford welcomed staff and guests.

Amendments to the Agenda:

President Crawford asked to have the HVAC agenda item moved up.

(out of sequence)

Unfinished Business:

HVAC Repairs Update

Facilities Manager Mr. Raasch reported progress is being made on HVAC repairs and chiller work is being done. He said refrigerant was changed and added to meet standards. A new boiler control and actuator were installed and other repairs are listed in a document provided by Mr. Raasch. He said the gas bill was reduced to 2018 numbers and electrical usage is trending down for an overall savings. VAV boxes are still being repaired. Two options for the glycol levels are to replace all of it now or vacate the system and do it next year. He said it is probably the original glycol. The budget needs to be considered also since the glycol may be needed to run the chiller before the new budget begins. Ms. Augustine noted that \$50,000 had been budgeted for HVAC repairs and money may need to be moved to cover other HVAC costs.

Presentations: None

Minutes: October 10, 2022

The minutes were approved as presented on a motion by Mr. Crawford and second by Ms. Garcia.

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

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Neustrom said the Friends meeting was held today and they approved their budget for October 2022 through September 2023. They have a revenue and fund raising goal of \$32,731. They are working on the mini-golf with Katelyn Gregory and her team. A holiday lunch for staff and the Board will be held December 12th and a possible social event/breakfast for members was discussed for January.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Jackie Milschewski presented some of the bill details including some mold remediation.

Payment of Bills

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

\$41,151.89 Accounts Payable

\$38,625.87 Payroll

\$79,777.76 Total

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

Report of the Library Director:

Director Augustine reported the following:

1. A ukulele concert was held
2. Have been offering a free women's health series through Northwestern Medicine. It will be switched to mental health and moved to days in February.
3. The yoga instructor is also a nutritionist and will conduct a monthly program for seniors.
4. A Charles Schulz 100th birthday program was held and Life of Carole King is upcoming.
5. Computer classes will start again in January.
6. "Lifecycle" workshop was held at the library as a result of a city grant to study aging in place in the community.
7. Staff was invited to Heritage Woods to meet their staff. Staff has been going to Cedarhurst and Heritage Woods to do home bound program delivery service and Friends Group will be asked to help with deliveries. Circulation Manager Sharyl Iwanski-Goist is in charge of this program.
8. Imperial Services has been doing great job as the new cleaning service.
9. Alarm Detection had to be called since error codes were received, 3 motion sensors were replaced.
10. Ms. Augustine reminded the Board of early holiday closings.
11. "Girls Run the World" are collecting feminine products.
12. Director Augustine attended on-line seminar regarding new software to replace the on-line catalog.
13. Attended quarterly delegate assembly meeting for PrairieCat. They are increasing their fee to about \$20,000. Rate is based on several factors.
14. Director reported issues with high school students and Principal and Dean of students are assisting.
15. Katelyn Gregory, Marketing Coordinator, is working on mini golf sponsors. It was noted that Trustee Millen is a sponsor of one of the golf holes and Metronet is the event sponsor.

City Council Liaison: None

Standing Committees: None

Unfinished Business: (already discussed)

New Business:

Director's Evaluation Goal #1-Non-Resident Cards

One of the Director's goals was to present a plan for determining the cost of non-resident cards. She researched other libraries and there about 1 million Illinois residents who live outside service areas and have no cards. Yorkville currently has 80 non-resident cards representing 50 households. Nine of those are disabled vet exemptions. There are administrative rules to determine charges and the Board has 3 choices for determining the costs each year: 1) use a math formula based on property tax and census, resulting in a cost of about \$236 per card, 2) use property tax bill method/ library tax rate (currently used) resulting in a fee similar to a resident fee, 3) adoption of average non-resident fee, based on area populations. After research by Ms. Augustine, it was determined Yorkville does not qualify for the third choice and she recommends using the tax bill method (#2). She provided calculations shown on page 43 and 45 of the agenda packet.

Cards for Kids Act

This is mandated for children who live outside the city and are eligible for free lunches, therefore also eligible for a free library card. Ms. Augustine said that in July the General Assembly passed the Public Act that Boards can adopt a regulation to waive this. If the Board adopts Cards for Kids, it would reduce what is collected for non-resident fees by \$3,300. These cards would have to be flagged in the system or color-coded. President Crawford also shared a story of someone who owns a farm outside the city and desired a card, however, the cost would be great due to the value of the farm. Ms. Augustine also stated the farm's tax rate is lower than residential. Board members raised some concerns saying residents have to pay whether or not they have children, library staff would have to monitor materials checked out since only children are eligible under the Cards for Kids, all school children have access to school libraries, etc. The Board asked the Director to research what other libraries will do and this matter will be tabled until April when the non-resident card cost decision is finalized.

Discuss/Approve Updated Collection Development Policy & Request for Reconsideration Policy

Director Augustine said this discussion originated from a patron's complaint about a movie they viewed and found to be objectionable. The patron was given a form to complete to move their complaint forward. Ms. Augustine replied in writing to the complainant and said the Board would have the final say. There was no further communication from the complainant, however, Ms. Augustine revised the policy as a result. She presented it to the Board for approval. She also said there was a recent push to ban certain books as outlined in a recent *Trib* article, but that it was important to follow ALA guidelines. It was asked where the library got the DVD in question and Ms. Augustine said it was a Disney film that is popular with the community. She also provided the criteria which are used when purchasing materials. There was no further discussion and Ms. Garcia moved to adopt the general considerations on selection/de-selection of materials, with the revisions as presented. Ms. Milschewski seconded the motion. Roll call: Garcia-yes, Millen-yes, Schumacher-yes, Shimp-yes, Pesola-yes, Milschewski-yes, Crawford-yes, Forristall-yes. Carried 8-0.

Per Capita Requirements

These are standards for Illinois libraries that need to be met or require more action. Director Augustine briefly reviewed the chapters and noted the changes being made to meet the standards. The report is due in January.

Set Finance Committee Meeting Date for FY24 Budget Planning

This will be tabled until December to determine when the city Finance Director is available to meet with the Committee to begin budget planning in January.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 8:14pm

Minutes respectfully submitted by Marlys Young, Minute Taker