

APPROVED 2/13/17

Yorkville Public Library
Board of Trustees
Monday, January 9, 2017, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The meeting was called to order at 7:00pm by President Russ Walter and a quorum was established.

Roll Call:

Sandy Lindblom-yes, Barb Johnson-yes, Darren Crawford-yes, Beth Gambro-yes, Russ Walter-yes, Carol LaChance-yes, Susan Chacon-yes, Wamecca Rodriguez-yes (arr. 7:11pm)

Absent: Kate Elder

Others Present:

Library Director Michelle Pfister
Finance Director Rob Fredrickson
Alderman/Liaison Seaver Tarulis

Recognition of Visitors:

President Walter recognized others present.

Amendments to the Agenda: None

Minutes: December 12, 2016

The minutes were approved on a motion by Ms. Lindblom and second by Ms. Johnson. Unanimous voice vote approval.

Correspondence:

Mr. Walter said a Christmas card was received from the e-rate consultant.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Check Register

Ms. Lindblom said an annual fee and rebate were received from the e-rate consultant. The technical support person submitted bills for September-December in the amount of \$4,890. He is paid \$60/hour and works eight hours every other week. The total check register is \$13,462.68. There were three payrolls and they totaled \$52,802.05. Total disbursements were \$74,622.80.

Budget Report

The budget is at 67% of the FY. No property tax was received, but personal property tax totaled \$232. The investment earnings are doing very well at 176% of the budget. Ms. Lindblom noted a rebate from e-rate program for \$1,433 which is a 50% rebate from purchase of network equipment and internet service. The Comcast invoice was also reduced based on the e-rate consultant's work.

Miscellaneous Income

This income is at 343% of the budget and can be spent on anything except Library Operations. Miscellaneous income is generated from proctor fees, new or replacement library cards, etc. Mr. Fredrickson also said there will be no more property tax for the FY. Development fees of \$2,900 were received. Memorials and Gifts has \$8,325.32 and much of that is from mini-golf and books/programs donated by the Friends.

Cash Statement

Mr. Fredrickson commented that the cash will decline until property tax is received again. It was noted the IMET matter is still in the court system. The Illinois Funds decreased since a 2006 bond was paid.

Payment of Bills

Trustee Crawford moved to pay the bills and Ms. Johnson seconded the motion as follows:

\$21,820.75 Accounts Payable
\$52,802.05 Payroll
\$72,622.80 Total Disbursements

A roll call vote was taken: Johnson-yes, Crawford-yes, Gambro-yes, Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes. Passed 8-0.

Ms. Lindblom stated the 2018 budget worksheet had been received so the Finance Committee can begin work on the next budget. She also commented that the Library is taking in less property tax than what was projected.

Report of the Library Director:

1. Ms. Pfister presented the statistics for the month
2. A patron donated 100 brand new DVD's
3. Reported on e-books
4. Raffle for mini-golf is being held in foyer and \$3,000 in sponsoring donations collected thus far
5. Had Polar Express at children's programs, Santa visited, ornaments were made
6. Storytime to be held at City Hall in December, with children being able to sit in Mayor's chair
7. \$250 donation from Lion's Club and audio books were purchased
8. Donation received from James and Jean Birch at Christmas
9. Held Winter Reading Challenge in children's department
10. Friend of Library/former Trustee Mariann Manthei passed away and a brick was dedicated to her memory. Library staff also dedicated a garden book for her.
11. Prairiecat Facebook page has news of other libraries. Yorkville library employee Dixie is part of book cleanup program through Prairiecat.
12. Gave update on condition of library pumps regarding past malfunctions. A valve was replaced to prevent leaking from second floor to first floor. The 10-year old pump is needed to heat the building.
13. Library Attorney sent poinsettia for holidays

City Council Liaison

Liaison Tarulis reported that City Council vote on the library levy was passed as City Administrator presented, however, not as the library proposed.

Standing Committees:

A Finance Committee meeting will be scheduled to discuss the future budget. All Board members are encouraged to attend.

Unfinished Business:

Update on Cost Cutting

This item was tabled since Trustee Elder was absent.

Painting Bid for Building

Mr. Walter spoke with Mr. Tom Lindblom who agreed to be the project manager for the building painting project, however, he will not accept payment for his services. Mr. Lindblom has rewritten the bid proposal, reviewed it with Interim Assistant City Manager Erin Willett and it will be ready for discussion at the February Board meeting. He will also send it to Board members prior to the February meeting. Mr. Walter said many vendors are interested in painting the building.

New Business:

Building Maintenance Hire

A job description for a proposed building maintenance person was discussed. Ms. Pfister said she now completes many of the tasks, Mr. Lindblom has made several repairs and Mr. Walter has cleaned the walks. The 10-hour a week position is being considered for the next FY. There was additional discussion regarding the duties. For budgeting purposes, Ms. Pfister said she would like to have the IT person at the library at least one more day a month.

Additional Business: None

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 7:46 on a motion by Ms. LaChance. Voice vote approval.

Minutes respectfully submitted by
Marlys Young, Minute Taker