

Agenda
Yorkville Public Library
Michelle Pfister Meeting Room
Board of Trustees
March 13, 2017 - 7:00 P.M.
902 Game Farm Road

1. Roll Call
2. Recognition of Visitors
3. Amendments to the Agenda
4. Minutes
5. Correspondence
6. Public Comment
7. Staff Comment
8. Report of the Treasurer
Financial Statement
Payment of Bills
9. Report of the Library Director
Statistics
10. City Council Liaison
11. Standing Committees
Policy
Finance
Personnel
Community Relations
12. Unfinished Business
Approve 2017/18 Library Budget
Painting Bid for Building
13. New Business
14. Executive Session (if needed)
 1. 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.
15. Adjournment

Yorkville Public Library
Board of Trustees
Monday, February 13, 2017, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

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

Roll Call:

Sandy Lindblom-yes, Barb Johnson-yes, Darren Crawford-yes (arr. 7:01pm), Beth Gambro-yes, Russ Walter-yes, Carol LaChance-yes, Wamecca Rodriguez-yes (arr. 7:03pm)

Absent: Kate Elder , Susan Chacon

Others Present:

Library Director Michelle Pfister
Tom Lindblom, Consultant for Painting of Library

Recognition of Visitors: President Walter recognized the guests.

Amendments to the Agenda:

Ms. Lindblom asked to move forward the Unfinished Business/“Painting Bid for Building”.

Minutes: January 9, 2017

Ms. Johnson moved and Ms. LaChance seconded a motion to approve the minutes as presented.
Unanimous voice vote approval.

Unfinished Business (out of order)

Painting Bid for Building

Mr. Lindblom met with Ms. Erin Willrett, Interim City Administrator, and they reviewed and made changes to the bid. She said a formal bid process is not necessary, just that the bids be received by a certain date and time. Mr. Lindblom said three documents will comprise the 'proposal' (as it is called by the City):

1. Legal notice for the newspaper which Ms. Willrett will have published by March 1.
2. List of potential bidders. A list of interested bidders was provided by the City and a proposal package will be sent to them by Ms. Willrett.
3. Timeline of events: contracts opened on April at 2pm, contract to library on April 10th

He said the proposal will specify the type of paint and stain, specific conditions, general conditions, repair, actual proposal, safety and standards, signature of firm and other standard language.

Mr. Lindblom said the job would be awarded to the lowest qualified total bidder. Ms. Gambro asked if the library board could safeguard the “25 year warranty” to avoid problems of the past. The painting contractor will be responsible for the warranty. The Board briefly discussed the paint color and effects of weather, etc. The Board will be responsible for the color choice.

Correspondence:

Ms. Pfister read a thank you note from Anne Engelhardt for the library's support of Kendall County PADS.

Chairman Walter said all Board members should have received an email from Deputy City Clerk Lisa Pickering regarding an economic interest statement that will be mailed to them and must be returned to the Kendall County Clerk by May 1. It asks if the individual Board member has an interest in any company doing over \$5,000 of business with the library.

Public Comment: None

Staff Comment: None

Report of the Treasurer:

Treasurer Lindblom reported the following:

Check Register

She highlighted some of the bills for the month and stated the total was \$16,373.83.

There were two payrolls for the month and total disbursements for the month were \$57,251.92.

Budget Report

A small amount of property tax was received and a significant amount in library fines. The fines are received quarterly and patrons cannot check out books if they have fines over \$10. Development fees of \$1,950 were also received. The budget is at 75% of the FY and 93.5% of the total revenue. The total revenue in January was \$7,812. There is \$7,703.58 in Memorials and Gifts and \$6,000 of that is for the Friends.

Cash Statement

No comment.

Payment of Bills

Trustee Johnson moved to pay the bills as follows and Trustee Gambro seconded the motion:

\$24,305.26 Accounts Payable
\$32,946.66 Payroll
\$57,251.92 TOTAL

Roll call: Johnson-yes, Crawford-yes, Gambro-yes, Walter-yes, LaChance-yes, Rodriguez-yes, Lindblom-yes. Passed 7-0.

Report of the Library Director:

Library Director Pfister presented the following:

1. Reported monthly stats, including 124 new patrons
2. \$3,000 bill for Omni books for 1 year
3. Friends had meeting--- \$6,000 was cleared from mini-golf and there were 345 paid golfers
4. Received \$50 from Eleanora Feltz
5. Girl Scouts prepared bulletin board and contributed money to buy books
6. Upcoming programs include Queen Elizabeth & Mind Games
7. Had roof leak repaired by Olsson Roofing
8. Thanked Beth Gambro for service on the Library Board and a brick and book will be donated in her name

City Council Liaison No report

Standing Committees:

Discussed under New Business/Library Budget.

Unfinished Business:

Update on Cost Cutting (tabled until next month)

Painting Bid for Building (discussed earlier in meeting)

Mr. Crawford moved to approve the RFP for painting the library and Ms. LaChance seconded. Unanimous voice vote.

New Business:

Approve 2017/18 Library Budget

Ms. Lindblom said the Finance Committee recently met and proposed the budget which was given to the Trustees. The budget can be approved at the March meeting and she presented the highlights that included a recommended 3% salary increase for both full and part-time personnel. It would also increase the budget by \$250,000 to include being open one more hour per day during the school year and three hours on Sunday. President Walter noted that more part-time employees might need to be hired since the limit is 1,000 hours per year per part-time employee. Professional Services (IT person) was increased by one day per month. Outside Repair & Maintenance was increased to \$50,000, Automation decreased from \$35,000 to \$25,000, Operations from \$8,000 to \$10,000, books increased from \$5,000 to \$10,000, computer equipment budgeted for \$15,000.

Mr. Fredrickson will send a copy of the revised budget to all for review and a vote at the March meeting. It was noted it will be a deficit budget.

Additional Business: None

Executive Session:

At approximately 7:50pm a motion was made by Ms. Johnson for the discussion of minutes lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Motion seconded by Ms. LaChance.

Roll call to enter into Executive Session: Crawford-yes, Gambro-yes, Walter-yes, LaChance-yes, Rodriguez-yes, Lindblom-yes, Johnson-yes. Motion passed 7-0.

New Business cont.

At approximately 8:05pm the Board resumed their regular session on a motion by Ms. LaChance and second by Mr. Walter. Unanimous voice vote approval.

Trustee Rodriguez recommended that the Executive Session minutes contained in Packet #2 dated July 11, 2016 be released. Trustee Walter seconded this motion. Unanimous voice vote approval. Mr. Walter also made a motion to keep Packet #1 sealed until a later time and Ms. Gambro seconded this motion which was approved on a unanimous voice vote.

Adjournment:

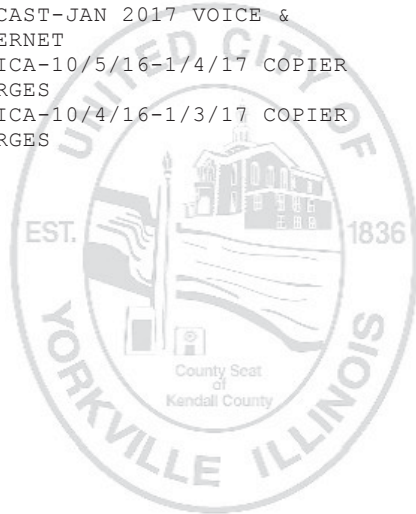
There was no further business and the meeting was adjourned at 8:06pm on a motion by Ms. Gambro.

Minutes respectfully submitted by
Marlys Young, Minute Taker

DATE: 02/16/17
 TIME: 08:13:52
 ID: AP225000.CBL

UNITED CITY OF YORKVILLE
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
900040	FNBO 022517-A.SIMMONS	FIRST NATIONAL BANK OMAHA 01/31/17		02/25/17		
			21 COMCAST-NOV 2016 VOICE & 22 INTERNET		82-820-54-00-5440 ** COMMENT **	375.14
			23 COMCAST-DEC 2016 VOICE & 24 INTERNET		82-820-54-00-5440 ** COMMENT **	375.14
			25 COMCAST-JAN 2017 VOICE & 26 INTERNET		82-820-54-00-5440 ** COMMENT **	380.47
			29 KONICA-10/5/16-1/4/17 COPIER 30 CHARGES		82-820-54-00-5462 ** COMMENT **	313.01
			31 KONICA-10/4/16-1/3/17 COPIER 32 CHARGES		82-820-54-00-5462 ** COMMENT **	13.42
					INVOICE TOTAL:	1,457.18 *

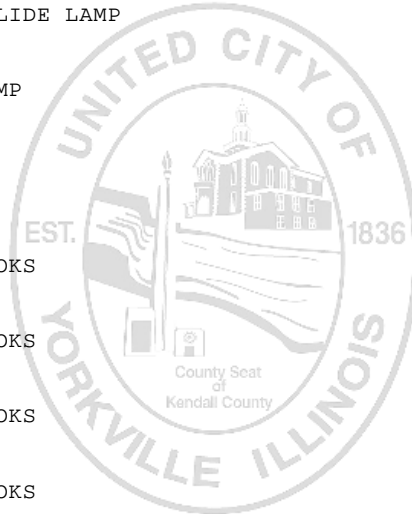


DATE: 03/02/17
 TIME: 07:34:02
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 03/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104312	AMPERAGE	AMPERAGE ELECTRICAL SUPPLY INC					
	0681052-IN		01/31/17	01	FLOOD LIGHTS, LAMP BASE	82-820-56-00-5620	231.36
						INVOICE TOTAL:	231.36 *
	0682427-IN		02/07/17	01	LAMPS	82-820-56-00-5620	89.00
						INVOICE TOTAL:	89.00 *
	0682820-IN		02/08/17	01	HALIDE LAMP	82-820-56-00-5620	76.50
						INVOICE TOTAL:	76.50 *
	0683903-IN		02/14/17	01	LAMP	82-820-56-00-5620	74.40
						INVOICE TOTAL:	74.40 *
						CHECK TOTAL:	471.26
104313	BAKTAY	BAKER & TAYLOR					
	2032597278		01/24/17	01	BOOKS	82-000-24-00-2480	407.65
						INVOICE TOTAL:	407.65 *
	2032599808		01/24/17	01	BOOKS	84-840-56-00-5686	505.15
						INVOICE TOTAL:	505.15 *
	2032607364		01/26/17	01	BOOKS	82-000-24-00-2480	624.88
						INVOICE TOTAL:	624.88 *
	2032622412		02/02/17	01	BOOKS	84-840-56-00-5686	549.28
						INVOICE TOTAL:	549.28 *
	2032626047		02/03/17	01	BOOKS	84-840-56-00-5686	213.58
						INVOICE TOTAL:	213.58 *
	2032629104		02/06/17	01	BOOKS	84-840-56-00-5686	510.23
						INVOICE TOTAL:	510.23 *
	2032644972		02/13/17	01	BOOKS	84-840-56-00-5686	482.51
						INVOICE TOTAL:	482.51 *



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

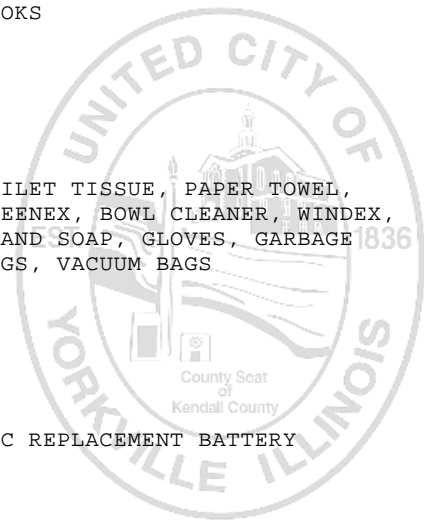
84-840 LIBRARY CAPITAL

DATE: 03/02/17
 TIME: 07:34:02
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 03/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104313	BAKTAY	BAKER & TAYLOR					
	2032650844		02/14/17	01	BOOKS	84-840-56-00-5686	213.68
						INVOICE TOTAL:	213.68 *
	2032656254		02/16/17	01	BOOKS	84-840-56-00-5686	709.30
						INVOICE TOTAL:	709.30 *
	2032657896		02/16/17	01	BOOKS	84-840-56-00-5686	270.66
						INVOICE TOTAL:	270.66 *
						CHECK TOTAL:	4,486.92
104314	CAMBRIA	CAMBRIA SALES COMPANY INC.					
	38414		01/31/17	01	TOILET TISSUE, PAPER TOWEL,	82-820-56-00-5610	677.58
				02	KLEENEX, BOWL CLEANER, WINDEX,	** COMMENT **	
				03	HAND SOAP, GLOVES, GARBAGE	** COMMENT **	
				04	BAGS, VACUUM BAGS	** COMMENT **	
						INVOICE TOTAL:	677.58 *
						CHECK TOTAL:	677.58
104315	CDWG	CDW GOVERNMENT INC.					
	GTH7567		02/06/17	01	APC REPLACEMENT BATTERY	84-840-56-00-5635	369.07
						INVOICE TOTAL:	369.07 *
						CHECK TOTAL:	369.07
104316	MIDWTAPE	MIDWEST TAPE					
	94729363		01/31/17	01	AUDIO BOOKS	84-840-56-00-5683	114.97
						INVOICE TOTAL:	114.97 *
	94741504		02/03/17	01	AUDIO BOOKS	84-840-56-00-5683	49.99
						INVOICE TOTAL:	49.99 *

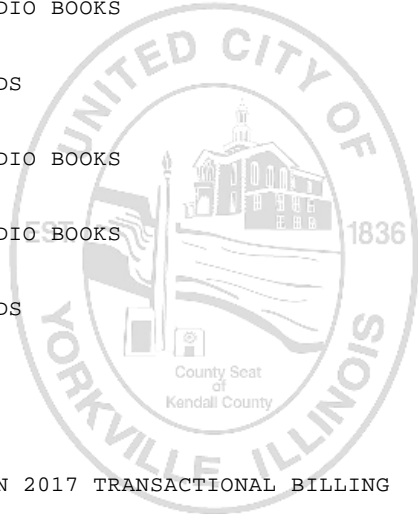


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UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 03/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104316	MIDWTAPE	MIDWEST TAPE					
	94742415		02/03/17	01	DVDS	84-840-56-00-5685	66.97
						INVOICE TOTAL:	66.97 *
	94765921		02/11/17	01	DVDS	84-840-56-00-5685	71.97
						INVOICE TOTAL:	71.97 *
	94767615		02/13/17	01	AUDIO BOOKS	84-840-56-00-5683	83.98
						INVOICE TOTAL:	83.98 *
	94788313		02/20/17	01	DVDS	84-840-56-00-5685	106.95
						INVOICE TOTAL:	106.95 *
	94794347		02/21/17	01	AUDIO BOOKS	84-840-56-00-5683	64.98
						INVOICE TOTAL:	64.98 *
	94805210		02/24/17	01	AUDIO BOOKS	84-840-56-00-5683	54.98
						INVOICE TOTAL:	54.98 *
	94810338		02/27/17	01	DVDS	84-840-56-00-5685	114.95
						INVOICE TOTAL:	114.95 *
						CHECK TOTAL:	729.74
104317	OCLCIHLS	OCLC-IHLS					
	13067		02/03/17	01	JAN 2017 TRANSACTIONAL BILLING	82-820-54-00-5462	32.50
						INVOICE TOTAL:	32.50 *
						CHECK TOTAL:	32.50
104318	OLSSON	OLSSON ROOFING COMPANY, INC.					
	17000539		02/27/17	01	LOCATED & REPAIRED SUSPECT	82-820-54-00-5495	271.00
				02	LEAK AREAS	** COMMENT **	
						INVOICE TOTAL:	271.00 *
						CHECK TOTAL:	271.00



82-820 LIBRARY OPERATIONS

83-830 LIBRARY DEBT SERVICE

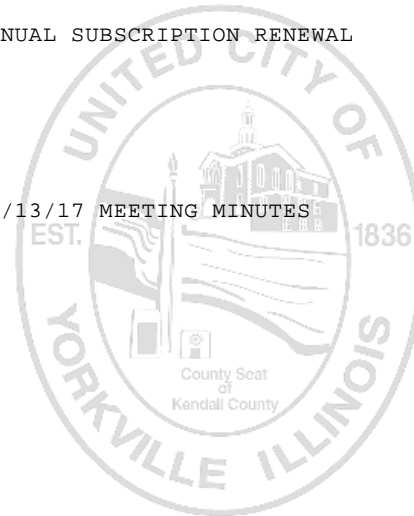
84-840 LIBRARY CAPITAL

DATE: 03/02/17
 TIME: 07:34:02
 PRG ID: AP215000.WOW

UNITED CITY OF YORKVILLE
 CHECK REGISTER

CHECK DATE: 03/13/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
104319	SOUND	SOUND INCORPORATED					
	R147497		02/13/17	01	MAR-MAY 2017 SERVICE AGREEMENT	82-820-54-00-5462	291.00
							INVOICE TOTAL: 291.00 *
							CHECK TOTAL: 291.00
104320	TRIBUNE	CHICAGO TRIBUNE					
	022718		02/17/17	01	ANNUAL SUBSCRIPTION RENEWAL	82-820-54-00-5460	130.00
							INVOICE TOTAL: 130.00 *
							CHECK TOTAL: 130.00
104321	YOUNGM	MARLYS J. YOUNG					
	021317		02/28/17	01	02/13/17 MEETING MINUTES	82-820-54-00-5462	62.50
							INVOICE TOTAL: 62.50 *
							CHECK TOTAL: 62.50
							TOTAL AMOUNT PAID: 7,521.57





UNITED CITY OF YORKVILLE PAYROLL SUMMARY February 10, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
ADMINISTRATION	\$ 17,217.60	\$ -	17,217.60	\$ 1,831.92	\$ 1,266.77	\$ 20,316.29
FINANCE	8,864.97	-	8,864.97	987.98	684.31	\$ 10,537.26
POLICE	97,602.51	2,819.69	100,422.20	561.54	7,433.72	\$ 108,417.46
COMMUNITY DEV.	14,741.71	-	14,741.71	1,389.77	1,094.45	\$ 17,225.93
STREETS	12,901.28	85.19	12,986.47	1,399.93	955.82	\$ 15,342.22
WATER	14,012.60	257.57	14,270.17	1,538.32	1,036.34	\$ 16,844.83
SEWER	8,020.19	-	8,020.19	880.75	608.16	\$ 9,509.10
PARKS	16,845.73	-	16,845.73	1,815.96	1,245.61	\$ 19,907.30
RECREATION	14,151.71	-	14,151.71	1,161.66	1,047.09	\$ 16,360.46
LIBRARY	15,956.65	-	15,956.65	867.62	1,188.72	\$ 18,012.99
TOTALS	\$ 220,314.95	\$ 3,162.45	\$ 223,477.40	\$ 12,435.45	\$ 16,560.99	\$ 252,473.84
TOTAL PAYROLL						\$ 252,473.84



UNITED CITY OF YORKVILLE PAYROLL SUMMARY February 24, 2017

	REGULAR	OVERTIME	TOTAL	IMRF	FICA	TOTALS
MAYOR & LIQ. COM.	\$ 1,178.34	\$ -	\$ 1,178.34	\$ -	\$ 90.15	\$ 1,268.49
CLERK	853.34	-	853.34	19.76	65.28	938.38
TREASURER	83.34	-	83.34	8.98	6.36	98.68
ALDERMAN	3,635.00	-	3,635.00	-	271.64	3,906.64
ADMINISTRATION	15,819.65	-	15,819.65	1,676.05	1,159.80	18,655.50
FINANCE	8,864.97	-	8,864.97	955.64	661.37	10,481.98
POLICE	101,415.96	1,053.84	102,469.80	561.54	7,567.42	110,598.76
COMMUNITY DEV.	16,522.59	-	16,522.59	1,580.30	1,230.69	19,333.58
STREETS	13,679.61	172.84	13,852.45	1,493.31	1,021.72	16,367.48
WATER	14,790.72	95.83	14,886.55	1,604.78	1,083.21	17,574.54
SEWER	8,798.30	21.30	8,819.60	950.74	658.01	10,428.35
PARKS	16,754.74	-	16,754.74	1,806.14	1,239.12	19,800.00
RECREATION	14,292.52	-	14,292.52	1,161.67	1,057.85	16,512.04
LIBRARY	16,280.35	-	16,280.35	867.62	1,213.48	18,361.45
TOTALS	\$ 232,969.43	\$ 1,343.81	\$ 234,313.24	\$ 12,686.53	\$ 17,326.10	\$ 264,325.87

TOTAL PAYROLL

\$ 264,325.87



YORKVILLE LIBRARY BOARD

BILL LIST SUMMARY

Monday, March 13, 2017

ACCOUNTS PAYABLE

Library CC Check Register <i>(Pages 1 - 2)</i>	02/25/2017	\$1,851.16
Library Check Register <i>(Pages 3 - 6)</i>	03/13/2017	\$7,521.57
Guardian - February 2017 dental insurance	02/14/2017	\$440.48
IPRF -March 2017 Workers Comp	02/14/2017	\$1,017.90
Eye Med - February 2017 Vision Ins.	02/14/2017	\$54.24
First National 1st Qtr Unemployment Ins	02/14/2017	\$240.82
Glatfelter Liability Ins. - Installment #2	02/14/2017	\$815.66
Nicor-January 2017 Service	02/28/2017	\$2,085.19
Dearborne National - March 2017 Life Ins	02/28/2017	\$33.60
Illinois State Police-Background Checks	02/28/2017	\$27.00
DAC - February 2017 ADMIN Data Feed	02/28/2017	\$1.25
DAC - January 2017 ADMIN Data Feed	02/28/2017	\$1.25
DAC - February 2017 FSA Fees	02/28/2017	\$3.09
DAC - February 2017 HRA Fees	02/28/2017	\$12.36
BCBS - March 2017 Health Insurance	02/28/2017	\$5,785.96
TOTAL BILLS PAID:		\$19,891.53

PAYROLL

	<u>DATE</u>	
Bi-weekly <i>(Page 7)</i>	02/10/2017	\$18,012.99
Bi-weekly <i>(Page 8)</i>	02/24/2017	\$18,361.45
TOTAL PAYROLL:		\$36,374.44

TOTAL DISBURSEMENTS: \$56,265.97