

**Yorkville Public Library**  
**Board of Trustees Meeting**  
**Monday, December 11, 2023 7:00pm**  
**Michelle Pfister Meeting Room**  
**902 Game Farm Road, Yorkville, IL**

The Board of Trustees meeting was called to order at 7:00pm by President Theron Garcia, roll was called and a quorum was established.

**Roll Call:**

Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes

Absent: Ryan Forristall

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Friends of Library President Kathi Murphy, Alderman/Liaison Craig Soling, Mike Krempski

**Recognition of Visitors:**

President Garcia recognized staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Approval of Minutes:** November 13, 2023

One correction was noted by Ms. Pesola. On page 2 under Public Comment, Dan Duffy should be **Don** Duffy. Moved by Ms. Garcia and seconded by Ms. Milschewski to approve the minutes with that correction. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes. Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Carried 7-0.

**Correspondence:**

Ms. Augustine said the Kendall County Administrator had reached out to her seeking a letter of support for a grant application to bring broadband to the unserved and under-served. A letter was written on their behalf.

**Public Comment:** None

**Friends of the Library Report:**

Kathi Murphy said the Friends meeting was held this morning. She provided the names of the new Board of Directors for the Friends group and said they will meet 3 times a year. The bylaws were approved on November 28<sup>th</sup> and they are now a 501c3 organization. She commended Judy Somerlot for her hard work on this. In another matter, the group voted to have the Friends FY match that of the library.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Milschewski said there were no outstanding items to report and she moved to approve the bill list as follows with a second by Ms. Garcia:

**Payment of Bills**

Accounts Payable:	\$43,319.66
Payroll:	\$37,739.25
Total:	\$81,058.91

Roll call: Pesola-yes, Milschewski-yes. Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Carried 7-0.

**Report of the Library Director:**

Ms. Augustine reported the following:

1. She listed the recent programs and special events held/upcoming at the library.
2. Half of the library lighting has been replaced with LED lighting since last month.
3. Management staff sat in on on-line meeting regarding on-line program registration software, current one is no longer supported. The proposed one is highly recommended and easy to navigate. It also does study room/meeting room reservations.
4. Director registered library for H.R. Services, a program through RAILS. It allows staff to call regarding H.R. issues and is valid through the FY.
5. Ms. Augustine is now an ex-officio Board member for the Friends of the Library.
6. Library has received a request for reconsideration of material for a juvenile fiction book and Ms. Augustine will be issuing a response.
7. She noted program/events attendance is up more than 40%.

**City Council Liaison:** None

**Standing Committees:** None

**Unfinished Business:**

**HVAC Update**

Ms. Augustine said there are exhaust fans to be replaced in the second floor bathroom. Trico sent a quote which is under the limit she can approve and Ted Milschewski will be replacing the fans which are located on the roof. Since the engineering consultant was approved at the last meeting, Director Augustine met with Bart Olson, City Attorney and Library Attorney to review the procurement procedures. The two attorneys will handle the details of library bidding. Bart Olson requested help from Jesus Navarro and Eric Dhuse to assist with this process.

**Strategic Planning Discussion/Action**

Last month, Board members asked Ms. Augustine to speak with Amanda Standefer of Fast Forward Libraries about including library trends etc. in the Strategic Plan proposal. This will result in an additional cost of \$1,000 for 10 hours of research. Ms. Garcia made a motion to amend and approve the additional \$1,000 which will result in a total cost of \$23,400 for the Strategic Plan process and Ms. Milschewski seconded. Roll call: Milschewski-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes. Carried 7-0. Ms. Augustine will contact Ms. Standefer.

**New Business:**

**Review Serving Our Public 4.0 Standards for Illinois Public Libraries  
(Chapters 7-13) for Annual Capita Grant**

Last month, Ms. Augustine reviewed Chapters 1-6 of these standards and she reviewed the remaining chapters at this meeting. She summarized the standards the library meets and noted those that need improvement. Some

new policies may also be needed. She noted that the legislature is looking at increasing bid amounts to \$30,000 from \$25,000. This completes the review of the Public Standards. She said the Appendix looks at staff levels and hours of service and the number of hours that qualify them for various levels of service. She said the current staffing levels fall short of the state guidelines which are also based on population. Ms. Augustine said the Per Capita Grant report is due January 30, 2024 and she will put a copy in the February meeting agenda.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 7:34pm on a motion by Ms. Garcia and second by Ms. Schumacher.

Minutes respectfully submitted by  
Marlys Young, Minute Taker