

**Yorkville Public Library  
Board of Trustees Meeting  
Monday, April 8, 2024 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, Wendy Gatz-yes, Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Friends of Library President Kathi Murphy, Amanda Standerfer from Fast Forward Libraries via Zoom, Mike Krempski

**Recognition of Visitors:**

President Garcia recognized staff and guests.

**Oath of Office:**

**New Board Member – Wendy Gatz**

Ms. Gatz recited the Oath of Office for the library and President Garcia welcomed her as a new Board member.

**Amendments to the Agenda:** None

**Presentations:**

**Environmental Scan and SOAR Analysis with Strategic Planning Consultant Amanda Standerfer--  
Fast Forward Libraries LLC**

Ms. Standerfer of Fast Forward Libraries, Champaign, was present via Zoom to lead the Strategic Plan discussion. She said the Board would be discussing the Environmental Scan and SOAR analysis. She shared an overview of the Strategic Plan progress. The kickoff for the Strategic Plan was in February and they have been working on obtaining feedback from the community and said 240 survey responses were received. Her associate will be in Yorkville April 9 for focus groups and interviews and Ms. Standerfer has already met with staff. Board members will receive a follow-up survey for additional information. She gave a general timeline for the process. Staff will have a retreat on May 31 and the Board will have a retreat on June 1. An outline of the Plan will be presented in July and implementation of the Strategic Plan is expected in August or September.

The first discussion was the Environmental Scan which included these topics: Political, Economic, Social, Technological, Legal and Library Sector. The Board members gave input for each of these outside influences that might affect the library when planning for the future.

The second discussion was the SOAR Analysis and the Board provided their thoughts for these categories: Strengths, Opportunities, Aspirations and Results.

Ms. Standerfer thanked the Board for their input and said that a survey will be forwarded to each Board member.

**Approval of Minutes:** March 11, 2024

Moved by Ms. Garcia and seconded by Ms. Milschewski to approve the minutes as presented. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes. Carried 9-0.

**Correspondence:** None

**Public Comment:**

Mr. Krempski congratulated Ms. Gatz on her appointment to the Library Board of Trustees. He said that by taking the oath, she swore to uphold the state and federal constitutions. He had given her a copy of the Illinois constitution. He said the oath is also a call to God and act of religion. Mr. Krempski also read a small portion of the Preamble of the Constitution and a portion of Chapter 1, Section 1 of the Illinois Constitution.

**Friends of the Library Report:**

Kathi Murphy said it is National Library Week and lunch will be provided to the staff on Tuesday. The Friends are working on the used book sale which will be held Labor Day weekend.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Milschewski commented on some of the bills for payment. She noted that the 4 Imprint invoice for \$670.15 will be reimbursed by the Friends. She also noted bills for the Strategic Plan and TK Elevator repair. The budget is currently at 92% and she said the Professional Services is at 156% of the budget due to the Strategic Plan. On the revenue side, \$14,000 was received in March development fees.

**Payment of Bills**

Treasurer Milschewski moved to pay the bills as follows and President Garcia seconded.

Accounts Payable:	\$28,862.41
Payroll:	\$56,271.59
Total:	\$85,134.00

Roll call: Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes. Carried 9-0.

**Report of the Library Director:**

Ms. Augustine reported the following:

1. Tablescape event was held with library receiving half of the proceeds, with the other half going to charities. As a result of this event and a social media post, a former Yorkville resident sent a letter and check for \$1,000
2. Library Road Trip ends April 30 and 21 libraries are participating, over 20 people visit each day as part of this program.
3. Strategic Plan focus groups are scheduled for tomorrow (April 9).
4. Ms. Augustine informed the Board about the various programs that have been presented.
5. Jennette Weiss attended the STEM night at Bristol Bay and over 350 people stopped at her table.
6. The landscaping was just done and the company did a great job.
7. Ms. Weiss won an award from the Yorkville Education Foundation for Partner of the Year.
8. New Board member Wendy Gatz received orientation and a library tour.
9. The Library will be involved in 4 city festivals this summer.
10. Radio station WGN will be doing a "hometown feature" on June 27. Filming will be done and Ms. Augustine is on a list of possible interviewees.
11. The e-rate application process has begun, to replace the firewall.

**City Council Liaison:** None

**Standing Committees:** None

**Unfinished Business:**

**HVAC Update/Chiller Replacement Update**

In the last Board meeting, Ms. Augustine said a boiler and pump were going to be rebuilt. However, after opening the equipment it was determined it would be more cost-effective to replace. A monitor will be placed on the pump to take readings of the off/on cycle to determine if it's working correctly.

**Strategic Plan Update**

The update was done earlier during the presentation. Ms. Augustine added that a survey will be received by Board members April 9. The Board retreat will be on June 1, with the time to be determined.

**New Business:**

**Discussion/Approval of Bid for Chiller Replacement**

The bid openings were on April 2 and 13 bids were received. It was narrowed down to 3 manufacturers by the engineering group and they also tabulated the results in a letter to the library. The recommended bidder was the lowest bid from Oakbrook Mechanical for \$235,000 for a Carrier-manufactured product. The engineer has reviewed the scope with the contractor. There is a 30-week lead time to receive the equipment and Mr. Forristall said 4 weeks should be added to that time for procurement. There was a brief discussion about Trico not being the company selected since they have done work for the library. Trico carries a Daikin product and it was noted that a Carrier product is easier to get parts for and more contractors can work on it. Oakbrook Mechanical will service the product for the first year. Ms. Augustine said Ted Milschewski will oversee the project once it begins. Mr. Hedman noted there were many years when preventative maintenance was not done and he also asked if references had been called. Ms. Augustine said the engineering firm worked with Oakbrook Mechanical several times and they are known in the industry, having worked in the Chicago area. Mr. Forristall said they have a good project list and have a performance bond to complete the work. He also suggested determining when the one-year maintenance period begins and what is covered under that time period which should be listed in the specs. He cautioned about not having gaps in service.

A motion was then made by President Garcia, seconded by Ms. Milschewski, to approve the chiller replacement bid as presented. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes. Carried 9-0.

**Resolution to Adopt Non-Resident Card**

Director Augustine said this is an annual decision regarding offering non-resident library cards. If the Board decides to offer them, they must decide how to charge for them, either by the tax bill method or a mathematical formula per state law. The library has always charged by the tax bill method since it is most equitable for all patrons. Currently there are 75 non-resident cards and \$11,122 was collected from that. She recommends to allow non-resident cards with cost determined by the tax bill method. Ms. Garcia made a motion to approve this action, seconded by Mr. Hedman. Roll call: Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes. Carried 9-0.

**Reminder: File SEI (Statement of Economic Interest) before 5-1-24**

President Garcia reminded Board members to file this statement by the deadline since there is a penalty for non-compliance.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting was adjourned at 8:31pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker