

Yorkville Public Library
Board of Trustees Meeting
Monday, July 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

Absent: Rosie Millen

Staff Present:

Library Director Shelley Augustine

Others Present:

Friends of Library member Judy Somerlot, Alderman Craig Soling, Consultant Amanda Standerfer-Fast Forward Libraries (via Zoom)

Recognition of Visitors:

President Garcia recognized staff and guests.

Amendments to the Agenda: None

Presentations:

Ms. Standerfer briefly reviewed the work completed on the Strategic Plan. She discussed the 3 Strategic Directions and the supporting goals for each, which are part of the Vision and Mission Statement.

Strategic Direction 1: Maximize Community Engagement and Library Services

Strategic Direction 2: Optimize Usage of Library Spaces

Strategic Direction 3: Prioritize the Future Growth of the Organization

Mr. Hedman suggested that “Insure Long-Term Financial Sustainability” be a separate Goal under Direction #3 and the Board concurred.

The Vision Statement was then discussed and Ms. Standerfer read a suggested version which the Board approved.

For the Mission Statement, the Board considered 3 suggested choices and decided on a combination of 2 of the possibilities.

The next step is the transition between the planning and implementation and Ms. Standerfer will work with the staff. There will be an implementation meeting on August 1st.

Approval of Minutes: June 1, 2024 and June 10, 2024

Moved by Ms. Garcia and seconded by Ms. Milschewski to approve the June 1st Special Library Board meeting minutes as presented. Roll call: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes. Carried 7-0.

Moved by Ms. Garcia and seconded by Ms. Milschewski to approve the June 10th regular Board meeting minutes as presented. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Schumacher-yes. Carried 7-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Somerlot reported on the Friends of the Library meeting. Four additional folding tables were approved for purchase and four additional Easy Music Players were approved for purchase for the memory care items. These will be included in the circulation items for seniors. Many donations have been received for the used book sale and preparations are being made. The Friends of the Library walked in the July 4th parade and distributed beaded necklaces as well as bookmarks with information about the book sale.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Milschewski said there was nothing outstanding to report about the bill list and she entertained a motion to pay the bills as follows. Ms. Garcia seconded.

Payment of Bills

Accounts Payable:	\$29,198.51
Payroll:	\$41,829.26
Total:	\$71,027.77

Roll call: Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Schumacher-yes, Hedman-yes, Carried 7-0.

Report of the Library Director:

Ms. Augustine reported the following:

1. Summer reading programs ends July 31, she also listed the various programs held or in the future.
2. Assessment was done on the remainder of the LED lighting and an RFP will likely be done, money is budgeted.
3. Ted Milschewski examined roof, 2 areas in need of repair on north side.
4. Per Capita Grant received in amount of \$31,976.51.
5. Bright Farms has booked meeting room again, resulting in total fees of about \$1,000.
6. YBSD contacted Library since they will be managing their own billing now for government offices, businesses and others. Library will be paying for water and sanitary services at a cost of about \$427 a month/\$5,100 a year. This will be put in utilities line item.
7. Ms. Augustine attended city department head meeting to discuss potential residential building boom, possibly resulting in additional development fees.
8. Director participated in library survey comparing budgets, wages, staffing etc.
9. Researching acceptance of credit card payments at library. Mr. Hedman noted the library must be PCI compliant for payment cards.
10. After Labor Day, will no longer have services of Marketing person Katelyn Gregory, Ms. Augustine is looking at alternatives.

City Council Liaison:

Alderman Soling discussed the YBSD billing. He said billing was previously done by the city under an IGA (Inter-Governmental Agreement) and YBSD will now be doing their own billing. For example, the previous system allowed for a bill to only be sent to one address for a strip mall, but now all businesses in that strip mall or property will receive their own bill. Recent IEPA mandates also make it vital to bring in all necessary fees.

Standing Committees:

The Personnel Committee met prior to this meeting to conduct the Director's annual review. A report will be made at the next Board meeting.

Unfinished Business:**HVAC Update**

Ms. Augustine said Ted Milschewski reports the chiller is running OK. He is waiting on parts for the boiler which still runs in the summer to regulate hot water. For now, the HVAC update will be removed from the updates until chiller discussions resume.

Strategic Plan Update

The managers will meet on August 1st regarding the implementation plan.

New Business:**Election of Officers and Set Committees**

A slate of officers was chosen at last month's Board meeting with the following nominations:

President: Theron Garcia

Vice-President: Jason Hedman and Keri Pesola

Treasurer: Jackie Milschewski

Secretary: Rosie Millen

By voice vote, the uncontested positions were accepted unanimously.

Both Vice-President candidates spoke briefly about themselves and qualifications. A paper ballot vote was used for the selection process with Keri Pesola receiving 4 votes and Jason Hedman 3 votes.

President Garcia also announced the new committee assignments.

Executive Session: None**Adjournment:**

There was no further business and the meeting adjourned at 7:54pm.

Minutes respectfully submitted by

Marlys Young, Minute Taker