

**Yorkville Public Library**  
**Board of Trustees Meeting**  
**Monday, September 9, 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

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Friends of Library President Kathi Murphy

**Recognition of Visitors:**

President Garcia recognized staff and guest.

**Amendments to the Agenda:** None

**Presentations:** None

**Approval of Minutes:** August 12, 2024 Personnel Committee and August 12, 2024 Library Board of Trustees

Moved by Ms. Garcia and seconded by Ms. Milschewski to approve both sets of minutes as presented. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes. Carried 8-0.

**Correspondence:** None

**Public Comment:** None

**Friends of the Library Report:**

Kathi Murphy said \$8,936.99 was made at the annual used book sale, the highest amount of the 15 years the sale has been held. Ms. Augustine shared daily attendance numbers. A meet & greet is being planned for current Friends of the Library members as well as for any interested new persons. The "Let's Be Friends" event will be held Saturday, October 19<sup>th</sup> from 1:30 to 3:00pm in the Michele Pfister Meeting room. The services and programs available will be highlighted along with how the Friends support the library and a library tour will be given. The Friends are also beginning discussions of the next Mini-Golf.

**Staff Comment:** None

**Report of the Treasurer:****Financial Statement**

Treasurer Milschewski had no comment on the financial report.

**Payment of Bills**

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

Accounts Payable:     \$ 15,342.44

Payroll:               \$ 61,059.87

Total:                 \$ 76,402.31

Roll call: Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes. Carried 8-0.

**Report of the Library Director:**

Ms. Augustine reported the following:

1. Delivery date for chiller is December 9<sup>th</sup>, startup in spring. Schools will be notified about parking since a crane will be used.
2. During the extreme heat last month, digital sign shut down. Aurora Sign Co. notified and also came later and cleaned out heavy pollen.
3. Will speak with Facilities Manager about an RFP for lighting upgrade which is budgeted. ComEd incentives begin in November.
4. Call received on fire panel with error code, ADS replaced a battery in power supply.
5. On first day of school, police issued tickets for parking in library lot. Parents are no longer parking in fire lane. School hired 2 crossing guards—helps traffic flow. School district will install “no student parking” signs on south side of library parking lot.
6. Had final strategic plan meeting with consultant who recommended creation of an activity plan—to be done by next month with input from managers.
7. Sunshine Committee had one-year anniversary.
8. In 2023, Secretary of State included \$5 million budget line item for resource package. As a result, several databases will be available to patrons.
9. Vocational Education Coordinator from high school will bring 4 students to library daily, for clerical assistance.

**City Council Liaison:** None

**Standing Committees:** None

**Unfinished Business:** None

**New Business:****Adopt Lost and Found Policy**

Many items have been left at library, so a policy has been created to define how to dispose of items after a certain time. President Garcia moved to adopt the policy and it was seconded by Trustee Hedman. Roll call: Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes. Carried 8-0.

**Review Per Capita Requirements Chapters 1-3**

As part of the requirements for grant eligibility, the Board reviewed chapters from the “Serving Our Public”. Chapters 1 and 2 pertain to updating policies and procedures on a regular basis. In the future, bi-annual policy committee meetings will be held to review them and Ms. Augustine created a spreadsheet to track the policies.

Chapter 3 discusses personnel. Based on population, staffing levels are below the recommended, especially with a census on the horizon. An outreach and marketing person was suggested, since the marketing person has left. The library is open 55 hours, just one hour below recommended and for a “growing” library, the hours

would need to increase to 64 hours. Actionable steps to be taken are job descriptions, staff salary study and creation of pay grades. More chapters will be discussed next month and the per capita report is due in January.

**Executive Session:**

At about 7:28pm, President Garcia moved to enter into Executive Session and she read the reason for the Session: **For the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.** Trustee Milschewski seconded the motion. Roll call: Millen-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes. Carried 8-0.

**New Business cont.**

The Board concluded the Executive Session at about 7:38pm. It was agreed that "Packet #1" remain sealed. In "Packet #2", the minutes dated 11-13-23 will be released. The other 3 items in that packet will be kept sealed at this time. Ms. Garcia moved to approve this action and Ms. Milschewski seconded. Roll call: Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Millen-yes, Schumacher-yes, Hedman-yes, Pesola-yes. Carried 8-0.

**Adjournment:**

There was no further business and the meeting was adjourned at 7:38pm on a motion by Ms. Garcia and a simultaneous second by Ms. Milschewski and Ms. Schumacher.

Minutes respectfully submitted by  
Marlys Young, Minute Taker