

Yorkville Public Library
Board of Trustees
Monday, November 11, 2024 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room
902 Game Farm Road, York ville, IL 60560

The Board of Trustees meeting was called to order at 7:00pm by Vice-President Keri Pesola, 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

Absent: Theron Garcia, Rosie Millen

Others Present:

Library Director Shelley Augustine, Ivana Bello Mendoza, Alderman Craig Soling

Recognition of Visitors: Vice-President Pesola recognized staff and guests.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: September 9, 2024

A motion was made by Ms. Milschewski and seconded by Mr. Hedman to approve the minutes as presented.

Roll call: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes. Carried 6-0.

Correspondence: None

Public Comment: None

Friends of the Library Report: None

Staff Comment: None

Report of the Treasurer:

Financial Statement

No comment.

Approve Payment of Bills

Treasurer Milschewski moved to pay the bill as follows and Mr. Hedman seconded.

\$19,513.61 Accounts Payable

\$41,149.11 Payroll

\$60,662.72 Total

Roll call: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes. Carried 6-0.

Report of the Library Director:

Director Augustine reported the following:

1. A voting event was held and voting process was explained. Children voted for cat or dog books.
2. Carpets were cleaned this date.
3. RAILS rep will take a library tour tomorrow.
4. Looking at on-line database similar to Linked In Learning. As a RAILS member, the library would receive a 50% discount if library joins. Service offers personal development courses for staff and patrons and is \$2,600 per year with no cost to the patrons. Will be promoted through social media, WSPY, etc.
5. State Representative Sue Rezin was at the library with Youth Advisory Committee meeting and 9 different high schools were represented. Taught students about state government, policies, etc.
6. Staff created page on website for Strategic Plan documents.
7. Held Halloween trivia program. Presenter canceled at last moment and Ms. Weiss and Mr. Curtis created the program. Attendance was 42 people.
8. Distributed handout from school district requesting feedback for Facilities Master Plan. Ms. Augustine will be attending a meeting.
9. Met with furniture rep regarding replacement and cost of some library furniture for the meeting room. The Friends of the Library will be contributing.
10. Will create a collections policy for long overdue items including 2 hotspots checked out by patrons who have been notified numerous times with no response. Policy committee meeting will be needed.
11. Researching Illinois e-pay program from the state. They provide equipment for credit card readers and the funds go to Illinois Funds Account. Ms. Augustine spoke with Mr. Fredrickson and the bank.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

Review Serving Our Public 4.0 Standards for Illinois Public Libraries Chapters 9-11 for the Annual Per Capita Grant

Chapter 9 concerns public services and the library meets all standards. Ms. Augustine highlighted services that can be used by those who have physical challenges. The first is a speaker-type device loaded with music and can be checked out. Also, Circulation Manager Sharyl Iwanski-Goist has reached out to the state regarding their "Talking Book Program" to provide a talking book machine with pre-loaded books for the blind and hearing-impaired. Patrons must contact the state to obtain the talking books.

Alderman Soling stated that on a recent trip to Springfield, he met with Secretary of State Alexi Giannoulias who is very supportive of state funding for libraries. Mr. Soling believes the Yorkville Library may receive additional funding as a result.

Chapter 10 : The library meets all standards for programming and outreach. The Circulation Manager travels to the senior facilities one time a month. Director Augustine said she eventually would like to have an outreach person for this function.

Chapter 11: Youth Services. She would like the staff trained on the use of the assisted devices described above. An outreach person could also assist in finding new users for the equipment.

Chapters 12 and 13 will be addressed at the next Board meeting.

Activity Plan for YPL 2024-2028 Strategic Plan

Ms. Augustine said Trustee Hedman shared a spreadsheet which she used as a template for an activity plan. The goals/projects are arranged according to fiscal year and then by department or group. She said community needs will be the focus for the remainder of the year as well as a promotional mailer for new residents. A space planner will be hired next year. Ms. Augustine will present the Activity Plan to the managers this week.

New Business:

Review Draft of YPL Tri-Fold Brochure

Director Augustine presented a draft of a tri-fold handout which would be mailed to new residents and used at events. She would like to include the mission and vision statements and she asked for Board members' input. Board members said they still like the current logo, the QR code and wish to include the mission statement. A possible logo re-design or design contest was suggested by the brochure designer and it was decided to revisit that when the next Strategic Plan is done. Other suggestions were to add more information about the services and collections, list the databases, replace "hidden gem" with "community hub", exclude year it was built and square footage, add "large meeting space" and add "senior or community outreach".

Other:

Ms. Augustine said she has added this category "Other" to the agenda which she learned at a recent conference she attended. If the Board has anything else to discuss, it could be brought up at this time, but not acted on at this meeting and then tabled to a future meeting.

Executive Session: None

Adjournment:

There was no further business and Ms. Milschewski and Ms. Schumacher, respectively moved and seconded to adjourn the meeting at 7:32pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker