

Yorkville Public Library
Board of Trustees Meeting
Monday, February 10, 2025 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:

Theron Garcia-yes, Sharon Mix-yes, Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Wendy Gatz-yes, Ryan Forristall-yes

Staff Present:

Library Director Shelley Augustine

Others Present:

Friends of Library President Kathi Murphy, Cecilia Martinez

Recognition of Visitors:

President Garcia recognized staff and guest.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: **January 13, 2025 Board of Trustees; January 22, 2025 Finance Committee, February 3, 2025 Policy Committee**

Moved by Ms. Garcia and seconded by Ms. Milschewski to approve all minutes as presented.

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

Correspondence: None

Public Comment: None

Friends of the Library Report:

Kathi Murphy summarized the 11th mini-golf event which was held on Sunday, February 2 and said nearly \$7,000 was raised, the third largest amount. She thanked Sharon Mix and Sue Smithmeyer for their hard work on the event and added that the high school students were also very helpful. The Rover Rescue golf hole was voted favorite hole.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Ms. Milschewski noted there is a revised bill list.

Payment of Bills

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

Accounts Payable: \$27,368.39

Payroll: \$58,253.89

Total: \$85,622.28

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

Report of the Library Director:

Ms. Augustine reported the following:

1. Pictures of the chiller replacement were included and Ms. Augustine gave an overview.
2. Reported on the upcoming programs
3. Mike is coordinating a board game swap and Naperville Library donated a large number of games.
4. There are 26 applications for the part-time clerk position, will be discussed at managers' meeting.
5. Friends of the Library met with Youth Services Director and discussed the memorial funds for Ralph Pfister. An abstract "tree" display will be set up in the children's play area.
6. Partnered with State Rep Sue Rezin--library served as drop-off spot for Valentines for senior citizens.
7. LTA student from College of DuPage started her practicum and will shadow the various departments.
8. Met with Public Works Manager and Facilities Manager to review an RFP for the lighting upgrade. They filled in specifications and it will be reviewed by the attorney, then to the Board for approval.
9. Reminded Board members to fill out their "Statement of Economic Interest from County Clerk's office. Form needs to be filled out by May 1st or there is a \$15 penalty.

City Council Liaison: None

Standing Committees:

Policy Committee Report on 2-3-25 Meeting

Chairperson Pesola said 4 policies were reviewed which will be presented in New Business. She said they would like discussion on an age requirement in one of the policies and they will all be up for approval.

Finance Committee Report on 1-22-25 Meeting

Finance Committee Report on 2-10-25 6:00 Meeting

Chairperson Milschewski said the budget proposal was discussed in January, some changes were made and COLA was discussed. The new budget tonight was reviewed with the Finance Director at the meeting just prior to this Board meeting. Ms. Augustine's salary was also discussed and it will be further addressed at the March 10th Finance meeting. There are also some COLA questions along with new employees, to be considered then.

Unfinished Business: None

New Business:

Discussion/Approval of Policy Committee Report of:

--Circulation Policy

Committee Chairperson Pesola noted the yellow and red highlights and the cross-offs. Board members reviewed the revised policy and made suggestions. After discussion, President Garcia made a motion to approve the Circulation policy as presented except to move items G, H and I [under Circulation heading], to the Library Service Policy. Ms. Milschewski seconded the motion.

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

--Collection Development Policy

After review of the updates made by the Director, Ms. Schumacher moved to approve the policy as presented and Ms. Garcia seconded the motion. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Schumacher-yes. Carried 8-0.

--Library Service Policy

Board members reviewed this policy and also discussed the placement of the language being moved from the Circulation Policy. Ms. Augustine said she had spoken with the Chief of Police about age restrictions for unsupervised children in the library [page 18 & 19 of the policy] and she also did research of other libraries. The Board suggested various ages and it was decided to defer to the attorney. Ms. Schumacher noted the age of a caregiver/babysitter in Illinois is 14. No vote was taken on the Library Service Policy pending the attorney's advice.

--Internet Policy

Mr. Hedman asked if anyone has asked to have their photo removed from a social media post and also the library's response--no one has requested. Ms. Augustine said when people register for a program, there is a disclaimer on the website. Board members talked about how the schools handle posts. The Director will survey other libraries regarding the process to have a picture removed and she noted there are laws surrounding the removal of posts. Approval of this policy was tabled pending the attorney's opinion.

Discussion/Approval of FY26 Budget

Mr. Hedman asked if Mr. Fredrickson thought a transfer of funds would be necessary if the Capital Fund decreases. It was noted that Mr. Fredrickson did not have any concern at this time. Also, the development fees have been the same for 20 years, so Mr. Fredrickson will look at a possible increase which would require Council action. Data center fees will also be explored. The Finance Committee will meet again on March 10th at 6pm.

Discussion/Approval of Library Closing on September 26, 2025 For Staff to Attend PUG Day Conference

The conference is in Moline this year which is approximately 2 hours from Yorkville. The conference is held every other year and this would be a one-day trip. Ms. Augustine would like 12-15 staff to attend and she detailed the budgeted expenses. A motion was made by Ms. Garcia and seconded by Ms. Milschewski to approve the library closing for staff to attend the PUG day conference. Roll call: Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Schumacher-yes, Hedman-yes. Carried 8-0.

Executive Session: None

Adjournment:

There was no further business and the meeting was adjourned at 8:00pm on a motion and second by Ms. Garcia and Ms. Schumacher, respectively.

Minutes respectfully submitted by
Marlys Young, Minute Taker