

**Yorkville Public Library  
Board of Trustees Meeting  
Monday, March 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, Valerie Burd-yes, Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Ryan Forristall-yes.

Absent: Wendy Gatz

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Kathi Murphy-Member Friends of Library, Christopher Miller-Fox Hill

**Recognition of Visitors:**

President Garcia recognized staff and guests.

**Amendments to the Agenda:** None

**Oath of Office for New Board Member – Valerie Burd**

Valerie Burd, became a new Board of Trustees member and recited her Oath of Office. She was welcomed by the Board.

**Presentations:** None

**Approval of Minutes:** February 10, 2025-- Finance Committee and Board of Trustees

Moved by Ms. Garcia and seconded by Ms. Milschewski to approve the February 10th Finance Committee meeting minutes and Board of Trustees minutes as presented. Roll call: Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes. Carried 8-0.

**Correspondence:** None

**Public Comment:** None

**Friends of the Library Report:**

Ms. Murphy said there are about 80 memberships for Friends of the Library. She also said the tablescape event will be held April 5<sup>th</sup> from 10-3. While this is not a Friends of the Library event, they are assisting with it. There will be 11 tables, each decorated based on a book. Each table will have a designated charity and based on voting, half of the proceeds will go to the library and the other half to the designated charity. There is also

information on Facebook. She also encouraged everyone to note the many wonderful programs the library has been presenting. Ms. Murphy also stated a committee has been formed to discuss the mini-golf event. She said the committee will talk about any possible changes for improvement and additional volunteer assistance.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Treasurer Milschewski noted the large invoice for \$142,209 for the chiller, however, it is not the total cost. She entertained a motion to pay the bills as follows and Ms. Garcia seconded the motion.

**Approve Payment of Bills**

Accounts Payable:	\$166,173.25
Payroll:	\$ 40,254.89
Total:	\$206,428.14

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

**Report of the Library Director:**

Ms. Augustine reported the following:

1. The chiller has been installed and the company will come back to start it. The unit should be ready by the end of the month.
2. The Director received a call from ADS on February 19<sup>th</sup> because the alarm/fire panel was sounding due to a bad resistor and strobe.
3. The quarterly pest control was done.
4. Thirty people applied for the part-time position and 2 were hired.
5. The LTA student/intern has been shadowing the managers
6. Ms. Augustine re-capped the mini-golf event and said about \$8,000 was raised.
7. City is still working on the RFP for the lighting upgrade and a report will be brought next month.
8. Police Department held blood drive last month and one is scheduled for next year.
9. Reminder for Trustees to complete the Economic Interest Statement before May 1.

**City Council Liaison:** None

**Standing Committees:**

**Finance Committee Report on 3-10-25 Meeting**

Chairman Milschewski said the committee met just previous to this meeting and had a discussion in an Executive Session.

**Executive Session**

Ms. Milschewski then made a motion at approximately 7:14pm to move into Executive Session with the whole Board of Trustees on the discussion held at the above committee meeting. She read the reason as follows.

For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Ms. Schumacher seconded the motion. Ms. Milschewski also stated the minute taker would be included in the Session. Roll call to enter into Executive Session: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Mix-yes, Burd-yes. Carried 8-0.

The Session began at 7:15pm and concluded at approximately 7:21pm at which time the regular meeting resumed.

**Unfinished Business:****Discussion/Approval of FY26 Budget**

Ms. Milschewski said the Finance Committee had met to discuss increasing the “Salary” line item. After that meeting and the Executive Session just held in this regular meeting, the Finance Committee recommends increasing the salary line item in the budget by \$3,000. Approval of the budget will be tabled until the regular Board meeting next month. It was noted the “Benefits” line item would change as well.

**Discussion/Approval of Library Service Policy**

Ms. Augustine noted the color coded language in green was new. Last month the Board had asked that 3 items be moved from the Circulation Policy to the Library Service Policy (Solicitation, Fundraising, Bulletin Board Exhibits). “Photographing & Recording” is new in this policy and will be discussed in New Business. The Director contacted the library attorney regarding a legal age for unattended children in the library. He said there is no legal age, but he has seen it range from 7-14 and he recommended at or above 10. The Library Board had suggested age 11 in the last Board meeting. The Board also decided that if an unattended child is not picked up within 15 minutes of closing, the Police Department would be notified.

**Discussion of Internet Policy**

The language in green is new. Ms. Augustine contacted the attorney to determine if the library needs parental permission to post photos on the internet. The attorney treats this situation as an “opt out” and that individuals who do not wish for their photograph to be taken and used by the library, need to inform a library staff member prior to or during the photo/video being taken. This language will also be included in the Photographing & Recording Policy.

**New Business:****Discussion/Approval of Photographing & Recording Policy**

This is a new policy. If doing commercial photography, one week advance permission is needed if they are using tripods or other potentially obstructive equipment. This policy will be posted on the website and on a library sign. There is also a disclaimer when registering for programs.

President Garcia moved to adopt the new Photography & Recording Policy as presented and the corrections in the Library Service and Internet Use Policies. Mr. Hedman seconded the motion. Roll call: Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes. Carried 8-0.

**Executive Session:** (see above page 2)**Adjournment:**

There was no further business and the meeting adjourned at 7:39pm on a motion and second by Ms. Garcia and Ms. Milschewski, respectively. Unanimous voice vote approval.

Minutes respectfully submitted by  
Marlys Young, Minute Taker