

Yorkville Public Library
Board of Trustees
Monday, April 14, 2025 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Library 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:

Jackie Milschewski-yes, Wendy Gatz-yes, Ryan Forristall-yes, Theron Garcia-yes, Valerie Burd-yes, Jason Hedman-yes

Absent: Tara Schumacher, Sharon Mix, Keri Pesola

Others Present:

Library Director Shelley Augustine, Friends of the Library President Kathi Murphy, Sean Humpage-Boy Scouts of America Troop #40

Recognition of Visitors: Ms. Garcia recognized staff and guests.

Amendments to the Agenda: None

Presentations:

Boy Scout Sean Humpage of Troop #40 gave a presentation regarding a proposed Eagle Scout project. He is hoping to build a food pantry on wheels/storage to be located inside the library. He told the Board that he would direct the project and how he earns money for building the project. The Board members had several questions for Mr. Humpage including if he had a written plan, how it would be run, if it's for the community or patrons, how he would procure food items, will it be coordinated with Kendall County Food Pantry, food safety and others. He also said that Aurora Library has a food pantry and he will research possible interaction with any food pantries. He is basing his plan on the Aurora model. This project is slated for the fall and Mr. Humpage will bring a written plan to the next Board meeting. The Trustees verbally agreed to move this project forward for further discussion next month.

Minutes: March 10, 2025 Finance Committee; March 10, 2025 Library Board of Trustees

Motion by Ms. Garcia and second by Ms. Milschewski, to approve both sets as presented. Roll call: Gatz-yes, Forristall-yes, Garcia-yes, Burd-yes, Hedman-yes, Milschewski-yes. Carried 6-0.

Correspondence:

Ms. Augustine noted an email she received from the Secretary of State which she will discuss in her monthly report.

Public Comment: None

Friends of the Library Report:

Ms. Murphy said Friends membership is now at 61 (some are family and some are single memberships). Some of them are getting involved by attending meetings. The tablescape event was held with assistance from the Friends. A committee has formed to discuss fundraising efforts and whether or not to do mini-golf again. Another proposal was to have 2 used book sales and other ideas are being discussed as well. A large donation of books was received from an area church.

Staff Comment: None

Report of the Treasurer:

Financial Statement & Payment of Bills

Treasurer Milschewski reported a large bill from Oak Brook Mechanical Services for \$69,291 for the chiller, though this is not the total cost. She said \$23,000 (10%) was withheld until the punchlist is complete.

Payment of Bills

Ms. Milschewski entertained a motion to approve the bill list as presented and Ms. Garcia seconded.

\$ 91,161.98 Accounts Payable

\$ 40,870.88 Payroll

\$132,032.86 Total

Roll call: Forristall-yes, Garcia-yes, Burd-yes, Hedman-yes, Milschewski-yes, Gatz-yes. Carried 6-0.

Report of the Library Director:

Director Augustine reported the following:

1. Staff recently called 9-1-1 and the library was evacuated when an electrical smell was detected.
2. The cleaning contract was extended for a year with a 3% increase.
3. The chiller will be started next week.
4. Sharyl is working on a community art project where patrons color individual pieces. It will eventually be displayed in the front lobby.
5. New closing procedure involving 2 people, for safety purposes. Whistles were also bought.
6. Katelyn Gregory reviewed the job functions with the new marketing person, Megan. Megan has attended a marketing workshop.
7. Legislative update: Ms. Augustine provided handouts and reported on the departments that have funding cuts and the effects on the Yorkville Library. RAILS receives funding from one of them and RAILS provides this library with daily deliveries. She shared other programs which may be affected including Illinois Libraries Present, Director's University, museum passes, group purchases, continuing education classes. Attorney General has joined a coalition to file a lawsuit and Ms. Augustine emailed elected officials to ask for support.
8. Tablescape event brought in about \$2,000 in ticket sales and donations. A wrap-up meeting will be held April 24th.
9. Ms. Augustine received email from Trustee Ryan Forristall that he received credits through a library professional development program, that were required for his work. The Director is also taking a class.
10. Reminder to Trustees to file economic interest statement before May 1.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

Discussion/Approval of FY26 Budget

Treasurer Milschewski said one minor adjustment was made to the Salaries line item. She then entertained a motion to approve the FY2026 budget as presented. President Garcia seconded. Roll call: Garcia-yes, Burd-yes, Hedman-yes, Milschewski-yes, Gatz-yes, Forristall-yes. Carried 6-0.

New Business:

Resolution for Non-Resident Cards

Director Augustine said this resolution must be done every year to determine how fees are collected for non-resident library cards. She said the tax bill method has been used in the last few years as it is the most equitable. The same multiplier is used for non-resident cards that is used for city residents. The only other legal method is

the math formula. She recommends the tax bill method. Currently there are 105 patrons who have non-resident cards/57 households for a total of \$10,130. Mr. Garcia made a motion to adopt the resolution for the non-resident library cards using the tax bill method. This was approved by a unanimous voice vote.

Review/Approve RFP for LED Lighting Upgrade

This RFP is to finish the lighting upgrade. The RFP was completed by the Library Director, Facilities Manager, Public Works Director and a review by the attorney who added a rider (pages 74-77 of agenda packet) he wished to include. The attorney was OK with the remainder of the document. Ms. Augustine said the dates are not definite. She said the Facilities Manager did an assessment of the fixtures, reviewed the scope of work from before which is the same and he reviewed the ComEd incentives. The diagram in the agenda packet shows where all the lighting would be replaced. Most fixtures are being retrofitted and it is the bulb that is being replaced. Ms. Augustine said the city handled the bids and the bid award. She hopes to do this RFP soon to take advantage of ComEd incentives. This upgrade is for next budget year (after May 1). Mr. Forristall said if a bulb is not specified, the installers will use the cheapest. Ms. Augustine said Verde's specs were used to create this RFP. Mr. Hedman said to look at the proposal from Verde for what was previously used or equivalent. This item will be brought back next month for further discussion.

Ms. Augustine asked to move "Other" prior to the review of Executive Session minutes.

Other:

Director Augustine said that at the Friends of the Library meeting, the Friends asked if they could hand out information to inform patrons of the library funds being cut. It was decided not to allow this as it could be construed as political.

Executive Session:

At 7:49pm President Garcia moved to enter into Executive Session and she read the reason as follows: "**For the discussion of minutes of meeting 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.**"

Ms. Milschewski seconded the motion. Roll call: Burd-yes, Hedman-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes. Carried 6-0. The Board entered into the Session at 7:51pm.

New Business cont.

A 8:00pm, the Board returned to their regular meeting. The Trustees had decided to keep Packet #1 sealed. From Packet #2, 2 sets of minutes dated March 10, 2025 will remain closed and one set dated September 9, 2024 will be released.

Adjournment:

There was no further business and Ms. Garcia moved and Ms. Milschewski seconded to adjourn. Roll call: Hedman-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Burd-yes. Carried 6-0. Adjourned at 8:01pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker