

Yorkville Public Library
Board of Trustees Meeting
Monday, July 14, 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 Board Secretary Jason Hedman, roll was called and a quorum was established.

Roll Call:

Ryan Forristall-yes, Sharon Mix-yes, Valerie Burd-yes, Tara Schumacher-yes, Jason Hedman-yes, Jackie Milschewski-yes

Absent: Theron Garcia, Wendy Gatz, Keri Pesola

Staff Present:

Library Director Shelley Augustine

Others Present:

Friends of Library President Kathi Bell

Recognition of Visitors:

Staff and guest were recognized.

Amendments to the Agenda: None

Presentations: None

Approval of Minutes: June 9, 2025 Personnel Committee and June 9, 2025 Board of Trustees Moved by Mr. Hedman and seconded by Ms. Schumacher to approve the minutes as presented. Roll call: Forristall-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Milschewski-yes. Carried 6-0.

Correspondence:

Ms. Augustine reported a letter received from the Secretary of State stating the award of the per capita grant in the amount of \$31,761.18. She noted this is \$200 less than the amount last year.

Public Comment: None

Friends of the Library Report:

Ms. Bell said 10 members marched in the July 4th parade. She also reported the following. Volunteer positions have been filled for the upcoming book sale, treasurer's report reflects a balance of \$31,811.26—some of which is encumbered, a \$3,000 anonymous donation for meeting room chairs was received and the Friends added another \$2,000. The Panera fundraiser netted \$275.81—the most successful fundraiser at the Yorkville location. The Friends group continues to look at possible fundraisers, a membership drive will be held in September, local banks will be invited to join the Friends, web page and brochure are being updated and there are volunteer opportunities in the adult and children's departments.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Milschewski reported nothing outstanding for this month and entertained a motion to pay the bills as follows with a second by Ms. Schumacher.

Payment of Bills

Accounts Payable:	\$21,158.54
Payroll:	\$44,935.48
Total:	\$66,094.02

Roll call: Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes. Carried 6-0.

Report of the Library Director:

Ms. Augustine reported the following:

1. She listed the many programs being presented this week alone and gave kudos to the adult & kids' departments.
2. The engineer provided a punchlist of chiller items to be finished. Money is still owed but will not be paid until all items are done.
3. Managers' evaluations finished, will begin one on one's with managers for feedback, support, etc.
4. Finished IPLAR report and sent to state. Also sent report to city to be presented at the July 22nd City Council meeting.
5. Attended ICN (Illinois Century Network) webinar hosted by RAILS. It provides low-cost internet for public libraries. She signed an agreement to join consortium and requested more information. This will replace Metronet service and also, ICN will file for e-rate funds. (Library pays a consultant for e-rates now.)
6. Director thanked Friends for the Panera fundraiser.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

Discussion/Approval of Meeting Room Chairs Purchase

Last month a quote for a meeting room chair purchase was presented and the Board discussed the details. They asked about a warranty and where the product was actually made. Ms. Augustine found that there is a lifetime warranty and the chairs are assembled in Green Bay, Wisconsin. A price increase will take effect on September 3rd. Ms. Augustine noted the Friends are donating \$5,000 towards this purchase. There is an installation price of \$1,875 for the delivery driver to unload, unpack cartons, bring chairs into the library and remove cartons and trash. If staff or volunteers are able to perform these tasks, that charge would be removed. The Friends have agreed they can complete these tasks. Ms. Augustine noted the surcharge is the first tariff she has encountered. Mr. Hedman asked if the money for this purchase is in the budget. Ms. Augustine replied the money is in "Gifts and Memorials". Ms. Schumacher asked about the delivery time. It is 6-8 weeks and the library would receive advance notice to accommodate the Friends volunteers.

Mr. Hedman made a motion to approve the purchase of new chairs not to exceed an amount of \$20,918.86. Ms. Milschewski seconded the motion. Roll call: Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes. Carried 6-0.

New Business:

Election of Officers and Set Committees

Mr. Hedman reminded the Board that the process of election of officers had begun last month with nominations and that the process would be closed out with the formal election of the officers at this meeting. The current

President, Theron Garcia, reviewed the committees and they will remain the same for the coming fiscal year. Mr. Hedman reiterated the slate of officers nominated at last month's Board meeting and they are as follows:

President: Theron Garcia
Vice-President: Keri Pesola
Secretary: Jason Hedman
Treasurer: Jackie Milschewski

He called for a roll call vote for each Officer and said that Officers would assume their duties after the close of this meeting.

Roll Call Vote for Theron Garcia for President:

Burd-yes, Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes, Mix-yes. Carried 6-0.

Roll Call Vote for Keri Pesola for Vice-President:

Schumacher-yes, Hedman-yes, Milschewski-yes, Forristall-yes, Mix-yes, Burd-yes. Carried 6-0.

Roll Call Vote for Jason Hedman for Secretary:

Hedman-yes, Milschewski-yes, Forristall-yes, Mix-yes, Burd-yes, Schumacher-yes. Carried 6-0.

Roll Call Vote for Jackie Milschewski for Treasurer:

Milschewski-present, Forristall-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes. Carried: 5 yes, 1 present

Approve Bid for LED Project

Director Augustine said 2 bids for the LED project were received by the June 30th deadline. She recommended the bid and contract be awarded to Verde with the lower price of \$57,203.79 (after incentives). The other bid was \$79,900. She said Verde submitted a complete bid and met all of the Library's requirements in the bid specifications, represented the best value and the library has a positive relationship with Verde. She said they will work with minimal disruption to the library operations. Verde signed a rider from the attorney and their actual bid starts on page 89 of the library packet. The ComEd incentives are on page 110. They will not be subcontracting the work—they will be performing the work themselves. They also provided many other documents including a breakdown of costs and liability insurance.

Mr. Hedman asked how any overrun costs would be addressed including any tariffs assessed between the time of this document and the signing of the agreement. Ms. Augustine said it is in the agreement. The amount budgeted for this LED project was \$55,000.

Trustees Hedman and Milschewski, respectively, moved and seconded to move forward with approving the bid submitted by Verde for the total amount of \$60,122.97 with an estimated incentive from ComEd of \$2,919.18 to be subtracted.

Roll call: Milschewski-yes, Forristall-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes. Carried 6-0.

Other:

Ms. Augustine said the Personnel Committee will meet on Tuesday, July 29th at 6pm.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:35pm on a motion by Mr. Hedman and second by Ms. Milschewski. Unanimous voice vote of approval.

Minutes respectfully submitted by Marlys Young, Minute Taker