

**Yorkville Public Library**  
**Board of Trustees Meeting**  
**Monday, December 8, 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:**

Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Ryan Forristall-(arr. 7:01pm), Theron Garcia-yes, Sharon Mix-yes

Absent: Tara Schumacher, Wendy Gatz, Valerie Burd

**Others Present:**

Library Director Shelley Augustine, Friends of the Library President Kathi Bell, Director Adult Services Mike Curtis

**Recognition of Visitors:**

Ms. Garcia recognized staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Approval of Minutes:** **November 10, 2025**

Motion by Ms. Garcia and second by Ms. Milschewski, to approve the minutes as presented. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Mix-yes. Carried 6-0.

**Correspondence:** None

**Public Comment:** None

**Friends of the Library Report:**

Ms. Bell summarized the Treasurer's report from their morning meeting and she noted they have received their sales tax exemption letter from the state. The state has also confirmed their change of Fiscal Year application. A trivia night will be held soon. Raffle basket solicitations have been made for the drawing to be held on March 7 coinciding with their used book sale. On January 25, a murder mystery event will be held and tickets will be sold soon. On November 17, the FOL officers attended a Friends of the Library Board of Directors meeting as required by law 3 times a year. A holiday luncheon was held this morning for the Friends of the Library members along with library staff.

**Staff Comment:**

Mike Curtis shared a handout to summarize the Adult Services goals regarding the Strategic Plan. Goal #1 is to maximize community engagement and library services in particular, for the underserved. One of the features is a new digital magazine “The Hub” with several ways to access it. The Hub connects the library to community organizations with the goal of other organizations and community members who may have untapped talents.

Goal #2 is to use space effectively. Staff is preparing for the upcoming space study by tracking usage of study rooms. They are also looking at the collection to determine what to buy. Mr. Curtis noted patrons were recently asked to contribute to a list of things to do within 25 miles of Yorkville. Goal #3 is to cultivate organizational development to support staff. He said the idea is to ensure staff members like working at the library and communicate with all for ideas.

**Report of the Treasurer:**

**Financial Statement**

Treasurer Milschewski said there was nothing outstanding to report for this month.

**Payment of Bills**

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

\$21,103.59	Accounts Payable
\$46,426.84	Payroll
<b>\$67,530.43</b>	<b>Total</b>

Roll call: Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes, Mix-yes, Hedman-yes. Carried 6-0.

**Report of the Library Director:**

Ms. Augustine reported the following:

1. A printer has been installed in the adult department.
2. The city has replaced 2 water meters.
3. All staff received Narcan training.
4. Jennette Weiss attended a Webinar from the Extension Office regarding the micro-pantry. The library will be able to share the pantry location on "Find Food Illinois".
5. Nine staff members completed AED and CPR training.
6. The circulation manager had been on medical leave and Ms. Augustine commended the circulation staff on their assistance in the manager's absence.
7. The Director attended the RAILS legislative meet-up in DeKalb. There were 40 other participants and the ILA lobbyist spoke about items that will be presented to the General Assembly in the spring. Among those are an increased per capital grant, possible library trustee training and lobbying publishers of e-books to reduce cost of e-books, etc.
8. Ms. Augustine attended Kendall County 250th anniversary planning meeting with a follow-up meeting in January to discuss ideas for the celebration.
9. Tablescape committee met in November regarding their April event.
10. The ELL group held a potluck dinner. Fifty people (20 families) representing 12 cultures attended.
11. Ms. Weiss is redoing the Heartland Storywalk depicting a book "A Gift of Everything".
12. The Polar Express program will be held along with a visit from Santa.
13. The staff holiday party will be held on January 10 after the library closes.
14. Good news!!..... RAILS has shared an article regarding the Institute of Museum and Library Services, previously dismantled by an Executive Order. The Courts have permanently blocked that Executive Order to dismantle, so it will be fully restored.

**City Council Liaison:** None

**Standing Committees:** None

**Unfinished Business:** None

**New Business:**

**Review Illinois Public Library Standards: Buildings & Grounds, Collection Management, Finance & Budget, and Technology**

Director Augustine reviewed the standards for the above topics and the status of meeting each of the standards.

Ms. Augustine noted that City Finance Director Rob Fredrickson will attend the Library Board meeting in

January to discuss moving the Accounts Payable to a more secure system. She also said she, Mr. Hedman and the IT consultant met 2 years ago to create a technology and replacement plan and determine technical needs. Ms. Pesola asked if an IT person could be shared with the city since the library does not have a dedicated person for this. Ms. Augustine said the city does not have a dedicated person either. This discussion concluded the annual review of the Illinois Standards.

#### **Review & Approve Opioid Antagonist Policy**

Ms. Augustine said 2 Narcan antagonist kits were created, one for each floor along with a “to-go” bag. She listed the items in each kit and said the health department will re-supply as needed for free. A usage report needs to be completed after each incident. The library attorney has drafted a policy for this effort which Ms. Augustine presented to the Board members. One staff member is required to be trained and present when the library is open, however, all staff members are trained in the usage of the kit and they are covered by the Good Samaritan Law. Ms. Augustine reviewed the policy with the Board members. Any library-hosted event outside the building requires the to-go bag be taken. A second to-go bag will be made.

Ms. Garcia made a motion to approve the policy as presented and ensure the staff does refresher training on a yearly basis and Mr. Hedman seconded.

Roll call: Garcia-yes, Mix-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes. Carried 6-0.

#### **Approval of FOL Murder Mystery Event on Sunday, January 25, 2026**

Director Augustine said approval is needed for this event since the library is closed on Sunday. There will be no library services on this day, just the event. Ms. Garcia made a motion to approve the event for the FOL and event only, with no library services for patrons, Sunday January 25 from 12:30 to 3:30pm. Ms. Milschewski seconded.

Roll call: Mix-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Forristall-yes, Garcia-yes. Carried 6-0.

#### **Set Finance Committee Meeting – Budget Planning**

It was decided the committee would meet at 6pm just prior to the Library Board meeting on January 12<sup>th</sup>.

**Executive Session:** None

**New Business cont.** None

#### **Adjournment:**

There was no further business and the meeting adjourned at 7:59pm on a motion by Ms. Garcia and second by Ms. Milschewski.

Minutes respectfully submitted by  
Marlys Young, Minute Taker