

**Yorkville Public Library**  
Board of Trustees  
Monday, March 14, 2022 7:00pm  
902 Game Farm Road – Michelle Pfister Meeting Room

The Board of Trustees meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

**Roll Call:**

Theron Garcia-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Sue Shimp-yes, Russ Walter-yes, Susan Chacon-yes, Darren Crawford-yes, Ryan Forristall-yes

Absent: Rosie Millen

**Others Present:**

Library Director Shelley Augustine, Circulation Manager Sharyl Iwanski-Goist, City Finance Director Rob Fredrickson, Friends of the Library Judy Somerlot, Daniel Chacon

**Recognition of Visitors:** President Crawford recognized the Library staff and guests.

**Amendments to the Agenda:** None

**Presentations:** None

**Minutes: February 14, 2022 Board of Trustees; February 14, 2022 Physical Facilities Committee**

Mr. Walter moved to approve the minutes as presented and Mr. Crawford seconded.

Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 8-0.

**Correspondence:**

Ms. Augustine said a thank-you was received from Illinois State Senator Sue Rezin for the library participation (teen's group) in making 40-50 of the 5,000 Valentines cards that were delivered to seniors.

**Public Comment:** None

**Friends of the Library Report:**

Ms. Somerlot reported on the Friends of the Library meeting held this morning. She reminded everyone that the mini-golf is April 3<sup>rd</sup> and said volunteers are needed. The Mayor will make a proclamation on March 22<sup>nd</sup> regarding the event. At their meeting, she said \$922 was given for children's award books, \$1,200 for purchase of non-fiction books, \$50 for poetry competition prizes, \$100 for costs related to the mini-golf 19<sup>th</sup> hole and \$650 for Library Aware (electronic newsletter).

The winter reading challenge goals were exceeded by 175% and the Friends contributed \$200 along with \$200 from 2 anonymous donors which was given to the Food Pantry. She also said the Friends have been discussing a way to recognize Michelle Pfister and the meeting room named for her. During National Library Week, Ms. Augustine is going to display 25 American Girl Dolls which Ms. Pfister donated. On April 5th, the Friends will provide box lunches to library staff. Last, a spring cleanup day is scheduled for April 23<sup>rd</sup> and volunteers are needed.

**Staff Comment:** None

## **Report of the Treasurer:**

### **Financial Statement**

Treasurer Chacon highlighted some of the payments made during the month and said the budget is at 83% of the FY. Utility payments have exceeded the budget by 141% and computers and software are at 325%, however, that expense will be reimbursed by a grant.

### **Payment of Bills**

President Crawford made a motion to pay the bills as follows and it was seconded by Vice-President Garcia.

\$17,440.24 Accounts Payable

\$40,234.89 Payroll

**\$57,675.13 Total**

Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes. Carried 8-0.

## **Report of the Library Director:**

Ms. Augustine reported the following:

1. The Food Pantry participated in a photo-op for the recent donation, it was shared on Facebook.
2. Celebrated Engineering Week, several programs were designed for kids.
3. Chair yoga attendance is full each month. The class instructor cost was nearly paid for with money from a donation jar, along with funds from the Friends.
4. A Civil War quilt program was held and through a survey, it was found participants received library event information through various sources.
5. National Library Week is April 3-9, Director will forward letter to newspaper with info.
6. Partnering with 12 other libraries to participate in "library crawl". Tiffany Forristall is making basket with donations to be raffled during event.
7. Managers will be organizing trips to other libraries to see what is being offered there.
8. Director reached out to Nina Doom, Vocational Education Program at YHS, 2-3 special needs students will come each week to assist in Children's Department.
9. Reached out to Melissa Wojowski, Field Experience Program at YHS who provides interns. This was at Trustee Rosie Millen's suggestion. It is hoped to have an intern to help with social media and marketing for the next school year.
10. Ms. Augustine spoke with Facilities Manager Steve regarding outside lights continuously on and he will send someone to look at the problem.
11. Contacted the attorney in response to letter from State's Attorney asking that an "auditing official" be appointed for the library. This is part of the Safe-T Act and Whistleblower Act. After several phone calls, it was determined that Ms. Augustine will be appointed as the auditing official. A policy and procedure will be needed.
12. Olson Roofing looked at the roof in regards to solar panels. A small hole was found which Olson Roofing will repair. They said the rest of the roof was in good condition. President Crawford asked about the city's RFP for solar panels and Mr. Fredrickson will ask the City Administrator.
13. Received a letter that backflow assemblies need to be inspected yearly which Steve will do.
14. Ms. Augustine mentioned the Economic Interest Statement that must be done by May 1 by each Trustee. She is waiting for guidance from the library attorney.

**City Council Liaison:** None

## **Standing Committees:**

### **Physical Facilities**

Mr. Forristall reported this committee met February 14<sup>th</sup> and they discussed a 3-5 year plan for the library. Ms. Augustine also compiled a checklist of items to be done on a regular basis.

**Unfinished Business:**

**Reviewing Proposed FY23 Budget**

Mr. Fredrickson summarized the changes he made in the budget. A deficit of \$16,937 is budgeted and a surplus is expected. He said the library is in good shape overall with a large surplus and small deficit. Mr. Walter noted that library fines will be eliminated so Mr. Fredrickson will decrease that line item to \$1,000. He noted that the health insurance for the city increased by 6.5%. Mr. Fredrickson will update the budget and it can be approved at the next meeting.

**Fine Free Library – Sharyl, Circulation Manager**

Ms. Iwanski-Goist was present to answer questions about this proposal. She highlighted some of the changes and said some people cannot afford to pay the fines. She said the change would be advertised in all the normal outlets and the library will alert those who presently have overdue books in an effort to encourage them to return the materials.

**New Business:**

**Adopt Fine Free Library Policy**

Ms. Augustine said fines will still be charged on hotspots and laptops. This policy will be incorporated into the Circulation policy. Mr. Crawford moved to adopt the new policy and Ms. Garcia seconded. Roll call: Schumacher-yes, Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Reifsteck-yes. Carried 8-0.

**COLA Discussion for FT for FY23**

Ms. Augustine said this is included in the revised budget. A COLA increase was done for FT staff in July and she wants to adjust it in May so that all employees are on the same schedule.

**Adopting Proposed FY23 Budget**

The budget will be moved to the next meeting for adoption.

**Executive Session:**

**Review of Executive Session Minutes**

At approximately 7:40pm President Crawford made a motion to enter into Executive Session for the following reason : **For the discussion of minutes of meetings 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.** Mr. Walter seconded the motion. Roll call: Shimp-yes, Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes. Carried 8-0.

The Board entered into Executive Session at approximately 7:42pm and they returned to regular session at approximately 7:52pm.

**New Business cont.**

**Release of Executive Session Minutes**

After review of the Executive Session minutes, the Board recommended release of the following dates: August 9, 2021, September 8, 2021 Policy Committee, September 13, 2021, January 31, 2022 Personnel Committee, February 14, 2022. Mr. Crawford moved and Mr. Walter seconded. Roll call: Walter-yes, Chacon-yes, Crawford-yes, Forristall-yes, Garcia-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes. Carried 8-0. Envelope #1 will remain sealed.

**Recommendation of Action on Staffing**

There was no Executive Session for this, however, the Personnel Committee met prior to the Board meeting and they set March 28<sup>th</sup> at 6pm to consider the staffing matter.

**Adjournment:**

There was no further business and the meeting adjourned at 7:54pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker