

Yorkville Public Library
Board of Trustees
Monday, January 9, 2023 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:

Jackie Milschewski-yes, Darren Crawford-yes, Ryan Forristall-yes, Rosie Millen-yes, Bret Reifsteck-yes, Tara Schumacher-yes, Sue Shimp-yes

Absent: Theron Garcia, Keri Pesola

Others Present:

Library Director Shelley Augustine, Friends of the Library Co-President Susan Neustrom, Mike Krempski, Molly Krempski, Brynn Krempski

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

Amendments to the Agenda: None

Presentations: None

Minutes: December 12, 2022

A motion was made by Mr. Crawford and seconded by Ms. Milschewski to approve the minutes as presented.

Roll call: Crawford-yes, Forristall-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Milschewski-yes. Carried 7-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:

Ms. Neustrom reported on the Friends' budget and how to generate more revenue including increased donations for programs. The Friends will be providing Valentine's treats for the staff. She also reported there are many volunteers for the mini golf. Ms. Neustrom recognized Ms. Augustine for her handling of the flooding of the library after pipes burst and she read a letter from the Friends to acknowledge their appreciation.

Staff Comment: None

Report of the Treasurer:

Financial Statement

Treasurer Milschewski and Ms. Augustine briefly discussed some of the invoices.

Payment of Bills

Ms. Milschewski made a motion to pay the bills as follows and it was seconded by Mr. Crawford:

\$25,578.97 Accounts Payable
\$36,682.82 Payroll

\$62,261.79 Total

Roll call: Forristall-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Milschewski-yes, Crawford-yes. Carried 7-0.

Report of the Library Director:

Ms. Augustine reported the following:

1. Listed the upcoming programs
2. Jennette is doing a winter reading challenge based on bingo.
3. Illinois Libraries Presents will have event via Zoom, featuring award-winning poet.
4. Mike is starting a healthy cooking class on January 16th. He did a survey of desired classes.
5. Starting class on January 25th with Northwestern Medicine focusing on stress management.
6. Microsoft class to start courtesy of an individual who offered to teach the class.
7. Jennette will do Zoom class on paying for college without going broke, starts January 25th.
8. Mini golf is on February 5th, all holes are sponsored. Steve Raasch, Facilities Manager, obtained additional sponsors from his contractors.
9. Staff members have become deputy registrars to register voters.
10. Hosted staff holiday party.
11. Received \$250 donation from Lion's Club, photo is in *Kendall County Record*.

President Crawford asked about programming for MLK Day. A presentation will be given in April to coincide with the anniversary of Mr. King's death.

City Council Liaison: None

Standing Committees:

Finance Committee

Committee Chairman Milschewski gave a summary of the meeting. She said Mr. Raasch provided excellent input regarding life expectancy of building equipment (ASHRAE report) and he said funds must be earmarked for possible breakdowns. Ms. Augustine and Mr. Fredrickson will meet to further discuss the budget and allocation of funds for books. A Physical Facilities meeting is also necessary and Mr. Forristall noted that they had held a meeting in the past regarding building equipment. It was also noted by Ms. Milschewski that a study of city buildings was done some time ago, but no further action was taken at that time. She said the library building should be considered as a "city building". She also said the budget should have a separate line item for Building and Maintenance Fund.

Unfinished Business:

HVAC Repairs Update

Ms. Augustine said she included information about natural gas and electricity costs in the agenda packet, in an ongoing effort to track usage.

New Business:

Update on Flooding in Library

Director Augustine gave a summary of the recent library flooding due to burst pipes on the upper level. Water was gushing in the Director's office, the IT room was flooding and ceiling tiles above the Circulation desk fell. Public Works employees, Steve Raasch and Ted Milschewski all assisted the Director in the cleanup and professional services were brought in for more remediation and repairs. An insurance claim has been filed.

She thanked Mr. Raasch and Mr. Milschewski who were instrumental in the cleanup. Mr. Raasch is looking into insulation under the roof.

Director's Evaluation Goal #2-Research the Establishment of a 501(c)(3) for Library

Ms. Augustine reported on her findings to establish a 501(c)(3) for the library to be able to accept charitable

gifts. She found 2 ways to accept charitable gifts and she explained the steps for each:

1. establish a tax exempt foundation: This is a lengthy process with many fees and other costs and the group that applies must be a separate entity such as the Friends or a separate foundation.
- 2) be part of a municipality which includes the library: IRS recognizes the library as a subdivision of the city and is classified as a 107(c)(1). It saves the library money with no fees attached.

Ms. Augustine said she also found another option that she has applied for called Funds for Illinois Libraries, through the Illinois State Library Association which is a 501(c)(3). She created an account with them to which contributions can be made. Their annual fee is based on the donations and she recommends using this method. Mr. Reifsteck asked if the money can be used for capital improvements. The money must be spent for exclusively public purposes, said Ms. Augustine, but she will get clarification. Ms. Millen asked if there is a need to be a 501(c)(3) or to have any other funds set up. Ms. Augustine said a 501(c)(3) could be protection of funds if there was a substantial amount. Ms. Neustrom added that people are more likely to donate when they know they can receive a tax deduction and she said the Friends should pursue a 501(c)(3).

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 7:42pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker