

**Yorkville Public Library**  
Board of Trustees  
Monday, July 11, 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:**

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

Absent: Keri Pesola

**Others Present:**

Library Director Shelley Augustine, Director of Adult Services Mike Curtis, Friends of the Library members Judy Somerlot and Daniel Chacon

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

**Amendments to the Agenda:** None

**Presentations:** None

**Minutes:** June 13, 2022 Board of Trustees; June 20, 2022 Personnel Committee; June 29, 2022 Physical Facilities Committee; June 29, 2022 Personnel Committee

Mr. Crawford moved to approve the 4 sets of minutes as presented and Ms. Garcia seconded.

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

**Correspondence:**

Director Augustine said she received a letter from the Secretary of State notifying the library of a per capita grant award in the amount of \$31,761.18, to be received in August. This amount is a 30% increase over last year based on new census data.

**Public Comment:** None

**Friends of the Library Report:**

Ms. Somerlot said the meeting today (July 11) focused on the book sale on Labor Day weekend. She provided information and asked for volunteers for setup and at the event. She said this is a big fundraiser.

**Staff Comment:**

Ms. Augustine introduced Mike Curtis, the new Director of Adult Services. He has been with the library for 2 years. She said he has hit the ground running, is already starting computer classes for seniors next month and he has created a survey to determine what services patrons desire. Mr. Curtis said he was a teacher prior to coming to the library.

## **Report of the Treasurer:**

### **Financial Statement**

Ms. Augustine said the credit card bill is large since the city asks her to pay by credit to earn points. She also highlighted some of the larger invoices.

### **Payment of Bills**

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

\$21,708.58 Accounts Payable

\$42,699.42 Payroll

**\$64,408.00 Total**

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

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

Ms. Augustine reported the following:

1. The library is starting the second half of the summer reading program.
2. Thirty STEM kits were assembled from the grant.
3. Illinois Stormchasers program in June, over 30 people attended, sponsored by the Friends.
4. Remaining 2 Illinois Libraries Presents will be held, starts up again in September. Sponsored by Friends.
5. Mobile Museum of Tolerance here July 5-8, 140 people attended. Ms. Augustine invited various agencies and persons to visit the museum. A realtor made a video with an interview of Ms. Augustine and the museum official, which was posted on-line.
6. Busily preparing Harry Potter program, with 5 related individual programs. Outside individuals will be helping as well.
7. "Get Ready for Kindergarten" to be held in conjunction with the schools.
8. Mike Curtis will hold July program with local artist and author Winston Gambro.
9. Director attended RAILS city library collaborative meeting.
10. Building had lighting issues where lights stayed on continuously, now turn off/on appropriately.
11. Contacted Eric Dhuse regarding parking lot resurfacing—it will be done before school starts.
12. Backflow inspected.
13. Checked on new security cameras, takes 5 weeks to receive.
14. Interviewed 4 people for Director of Adult Services position.
15. Had part-time person resign, interviewed 4 people, hired 2 part-time (1 filled Mr. Curtis' position).
16. Parks & Rec personnel and Ms. Augustine interviewed 2 persons for the shared marketing position and an offer will be made to one.
17. Ms. Augustine has created a monthly stat report comparing 2022 to 2021.
18. Mr. Curtis created a monthly program flier and a flier for the Tolerance Museum.

**City Council Liaison:** None

## **Standing Committees:**

### **Personnel**

Chairwoman Garcia said the Personnel Committee met twice to do the Director's evaluation. It will be discussed in the Executive Session.

### **Physical Facilities**

This Committee met on June 28 with City Facilities Manager Steve Raasch. Trustee Forristall said the chiller has a 20-year lifespan and it has malfunctioned a few times including just recently. Mr. Raasch suggested contacting an engineer for an evaluation of the system. At this time, it needs a potential valve repair. The chiller in the IT room also malfunctioned. In another matter, Mr. Raasch provided information for an LED program to save

energy and money. Also discussed was sealcoating of the parking lot. He said there should be a 3-5 year plan for the building. It was decided that the chiller should be repaired at this time instead of replacing it now. Mr. Forristall said money must be appropriated for repairs and replacement of equipment in future budgets.

### **Unfinished Business:**

#### **HVAC Repairs**

Ms. Augustine added more information for the Physical Facilities meeting. She said Mr. Raasch provided the names of 2 firms to contact for engineers who will need the electrical and mechanical plans to provide a scope of work for equipment replacement. Mr. Raasch spoke with R.J. O'Neil for an understanding of the chiller repair needed and a quote will be sent to him. R.J. O'Neil would have a company rep from the chiller manufacturer on-site at the library during the repair. A second opinion for the chiller repair is also recommended and will likely cost \$4,000 to \$5,000. Ms. Shimp asked about the former company who did repair work more affordably, which was Trico and Ms. Millen suggested talking to the manufacturer (Dakin) to ask for a recommendation or repair cost. The Board all agreed Trico and Dakin should be contacted prior to repair.

### **New Business:**

#### **Election of Officers and Set Committees**

President Crawford reviewed the nominees for Board positions as follows:

President: Darren Crawford

Vice-President: Theron Garcia

Secretary: Rosie Millen

Treasurer: Jackie Milschewski

All were elected unanimously by a show of hands. President Crawford also handed out committee assignments.

#### **P.A. 102-0843 Non-Resident Fee for Kids under 18**

Director Augustine said the State has passed this Public Act, amending the local library act. It would authorize local libraries to decide by resolution, if they choose to waive non-resident fees for kids under 18 to receive library cards for free. This ensures kids have access to books, but it is not mandated like the Cards for Kids Act. Cards for Kid is for non-resident kids who fall under a certain household economic level. If eligible for free/reduced lunch, then they are eligible for Cards for Kids. No rules have been created yet and this Act is not yet mandated, so it gives power to the Trustees to waive the fee or not. The guidance should come late summer and Ms. Augustine recommended postponing the Board decision until then. If the Board opts for this program, it will need to be monitored for usage, since the cards would only be for the kids, not adults. A decision about the Public Act is one that must be made each year. Ms. Milschewski asked if the card would be different to flag it as being pertinent to the Public Act.

Ms. Augustine also explained how the he non-resident card fee is calculated, which is about \$275 per year. Ms. Shimp asked how many non-resident cards are sold each year. So far, \$2,900 has been brought in by non-resident cards. Ms. Millen also asked how many free cards are given to students who are outside the city limits and fall under a certain economic threshold--it is 2 or 3 cards. When cards are purchased for out-of city residents, the membership is for a family, but each family member receives a card.

#### **FY22 IPLAR Report**

Director Augustine said 3 Cards for Kids were issued, 81 non-resident cards were purchased last year and 5 veterans' cards.

### **Executive Session:**

#### **Review of Executive Session Minutes**

At approximately 7:55pm President Crawford made a motion to enter into Executive Session for the following reason which he read aloud: **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.** Vice-President Garcia seconded the motion. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes, Milschewski-yes, Crawford-yes, Forristall-yes. Carried 8-0.

The Board entered into Executive Session at approximately 7:55 pm and they returned to regular session at approximately 8:08pm on a motion by Ms. Garcia and second by Ms. Milschewski.

At 8:09pm the Trustees entered into a second Executive Session on a motion and second by Trustees Garcia and Reifsteck. Ms. Garcia read the reason as follows: **For the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.** Roll call: Reifsteck-yes, Schumacher-yes, Shimp-yes, Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes. Carried 8-0. At 8:36pm, Ms. Garcia moved to close Executive Session and Ms. Milschewski seconded. They then returned to regular session.

### **New Business cont.**

#### **Release of Executive Session Minutes**

After review of the Executive Session minutes, Mr. Crawford said the Board recommended the Packet containing minutes from 1987 to 2017, should continue to be sealed and minutes from March 14, 2022 can be released.

#### **Director Evaluation**

After the second Executive Session, which was the Director evaluation, Mr. Crawford made a motion to approve the evaluation with one minor change in the goal regarding non-resident cards. Ms. Milschewski seconded. Roll call: Shimp-yes, Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes. Carried 8-0. In a second motion, Mr. Crawford moved to approve a 4% increase in the Director salary retroactive to May 1st. Ms. Garcia seconded. Roll call: Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Shimp-yes. Carried 8-0.

### **Adjournment:**

There was no further business and the meeting adjourned at 8:38pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker