

# APPROVED W/ CORRECTIONS 4/10/23

## Yorkville Public Library

Board of Trustees

Monday, March 13, 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:**

Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes, Keri Pesola-yes, Jackie Milschewski-yes, Darren Crawford-yes, Ryan Forristall-yes

Absent: Tara Schumacher, Sue Shimp

### **Others Present:**

Library Director Shelley Augustine, Friends of the Library Co-President Susan Neustrom, City/Library Liaison Alderman Craig Soling

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

**Amendments to the Agenda:** None

**Presentations:** None

### **Minutes: Board of Trustees February 13, 2023 and Finance Committee February 27, 2023**

A motion was made by Mr. Crawford and seconded by Ms. Garcia to approve both sets of minutes as presented.

Roll call: Millen-yes, Reifsteck-yes, Pesola-yes, Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes.

Carried 7-0.

**Correspondence:** None

**Public Comment:** None

### **Friends of the Library Report:**

Ms. Neustrom said the group met this morning and they have a balance of \$18,556.23. Jennette Weiss gave them a wish list and they gave an additional \$700 for her programs. They also voted to pay half of the e-newsletter at a cost of \$700 of the \$1,300 total. Mike Curtis attended and said there were many volunteers for the ESL program, but not many participants. As a result, he is starting a task force to identify community members and their expertise to offer other types of programming. The group had a discussion of the 501c3 and they will vote on it at the April session. She said the cost of the attorney is about \$2,500 and the process will be lengthy. They invite 501c3 concerns or comments from all. Box lunches will be purchased for library employees for National Library Workers Day on April 25<sup>th</sup> in observance of National Library Week.

**Staff Comment:** None

### **Report of the Treasurer:**

#### **Financial Statement**

Treasurer Milschewski said there were no major items to report. She did point out the Miscellaneous Income reported on page 25 of the agenda packet. The amount of \$56,251 is for the insurance claim and it's offset in the

Repairs.

**Payment of Bills**

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

\$ 73,053.26 Accounts Payable

\$ 37,819.37 Payroll

**\$110,872.63 Total**

Roll call: Reifsteck-yes, Pesola-yes, Milschewski-yes, Crawford-yes, Forristall-yes, Garcia-yes, Millen-yes.

Carried 7-0.

**Report of the Library Director:**

Ms. Augustine reported the following:

1. Observed National Engineers Week, Jennette had challenges for kids, highlighted STEM kits—she said all kits have been checked out.
2. Sharyl did a Poetry & Art grapevine program, artwork was made based on poetry.
3. Mike will do a military healthcare program.
4. Will participate in Library Road Trip again this year—17 libraries are involved. Friends group donated \$500 for handouts and grand prize.
5. Two programs to be presented via Zoom: Illinois Libraries Present featuring Danny Trejo and a New York Times crossword puzzle developer.
6. Paranormal program “Night to Remember” to be presented March 29<sup>th</sup>.
7. Adult “English as a Second Language” open house to be held on April 15<sup>th</sup>.
8. On April 11<sup>th</sup>, Clarence Goodman will present program about Martin Luther King.
9. Not many repairs were needed in the last month. A fire alarm on February 27<sup>th</sup> was determined to be a defective smoke detector which was replaced at a cost of \$725.
10. Annual fire sprinkler inspection was done.
11. Fifteen employees completed the CPR training.
12. A House bill from the Secretary of State was drafted and supports library freedom to acquire materials without external limitations and to be protected against bans to restrict access to books, etc. Libraries are being asked to sign in support of this bill, which Ms. Augustine did. It has passed committee and will go to the House for a vote. To be eligible for state funding, libraries must adhere to the American Library Association Bill of Rights which Yorkville already does and it is included in the policy book.

**City Council Liaison:**

Alderman Soling briefly discussed the solar panel proposal for city buildings. He said the Council had not discussed the library yet, but he does not think it will be approved. He was also not sure the library roof could handle the weight. President Crawford said the age of the library roof is a concern and he would want an engineer to evaluate it if the project moves forward.

**Standing Committees:**

**Finance Committee**

Ms. Milschewski said Finance Director Rob Fredrickson had met with the Finance Committee. Mr. Fredrickson, Shelley Augustine and Steve Raasch had presented budget suggestions along with the Board suggestions. A \$75,000 surplus was projected for this year along with a Fund Balance of nearly a million. A decline is predicted for next year, but overall Mr. Fredrickson said the library is in a good position. The FY 2024 budget will reduce the Fund Balance somewhat. He structured the budget so money can be saved for future repairs and Outside Repair and Maintenance is projected to be \$130,000.

Ms. Augustine added that Mr. Reifsteck's suggestion of additional cameras be added into the budget. The cost is \$6,000 for five cameras. She thinks some of the newer cameras may have a larger reach and fewer cameras might be needed. Mr. Forristall asked if the camera cost could come from the Tech Fund. Ms. Milschewski also said Mr. Raasch had suggested some other items not in the budget such as repairs for elevator, carpet, etc. The proposed budget will move forward for approval on the April agenda.

**Unfinished Business:**

**HVAC Update**

Last month Ms. Milschewski requested a breakdown of spending with Trico and Ms. Augustine included a spreadsheet this month on page 39 of the agenda packet. The flood costs of \$13,840 are included in this report and all other costs are repairs.

**New Business:**

**FY24 Budget Discussion**

Already discussed.

**Set Physical Facilities Committee Meeting Date**

Committee Chairman Forristall asked for a meeting on April 10 at 6pm just prior to the regular Board meeting. The purpose is to prioritize and address future repairs.

**Executive Session:**

**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.**

President Crawford said there are 2 packets of minutes to review. Packet 1 contains minutes from July 1987 to the present and at a previous meeting the Board decided to keep this packet sealed. He made a motion at 7:31pm to enter into Executive Session. He read the purpose of the Session and Ms. Milschewski seconded the motion. The Board entered into Session at 7:32pm and concluded at 7:37pm at which time the Board moved back into regular session.

**New Business:**

A motion was made and seconded by Mr. Crawford and Ms. Garcia, respectively, to release two sets of Executive Session minutes both from July 11, 2022. "Packet 1" will remain closed.

**Adjournment:**

There was no further business and the meeting adjourned at 7:38pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker