

**Yorkville Public Library**  
Board of Trustees Meeting  
Monday, January 8, 2024 7:00pm  
Michelle Pfister Meeting Room  
902 Game Farm Road, Yorkville, IL

The 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:**

Ryan Forristall-yes, Theron Garcia-yes, Rosie Millen-yes, Bret Reifsteck-yes Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes

Absent: Jackie Milschewski

**Staff Present:**

Library Director Shelley Augustine

**Others Present:**

Friends of Library President Kathi Murphy, Mike Krempsi & son

**Recognition of Visitors:**

President Garcia recognized staff and guests.

**Amendments to the Agenda:**

President Garcia asked to add one item under New Business-- "Library Emergency Closing"

**Presentations:** None

**Approval of Minutes:** December 11, 2023

Moved by Ms. Garcia and seconded by Mr. Hedman to approve the minutes as presented. Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes. Carried 7-0.

**Correspondence:** None

**Public Comment:** None

**Friends of the Library Report:**

Kathi Murphy said the Friends monthly meeting was held this morning and they worked on the mini-golf event. It will be held Sunday, February 4th from 10-4pm.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement**

Ms. Augustine reported a \$960 annual charge for 8 hotspots and a \$1,700 charge for the ADS yearly fire alarm service. There was a \$22,000+ invoice for Verde Energy Services for the remainder of phase 1 and 2 lighting

updates. She also noted development fees of \$18,000 collected in December which exceeded predictions and the budget is at 67% of the spending for the fiscal year. A motion was made by Mr. Hedman and seconded by Ms. Garcia to pay the bills as follows:

**Payment of Bills**

|                   |             |
|-------------------|-------------|
| Accounts Payable: | \$52,139.01 |
| Payroll:          | \$37,611.19 |
| Total:            | \$89,750.20 |

Roll call: Forristall-yes, Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes. Carried 7-0.

**Report of the Library Director:**

Ms. Augustine reported the following:

1. She listed the many upcoming programs.
2. Director is doing a copier/printer usage study to determine number actually needed.
3. Illinois Per Capita Grant application submitted.
4. On January 10<sup>th</sup>, Director will have initial planning meeting with Strategic Plan consultant. A report will be given at the next Library Board meeting.
5. Contacted school district about students parking in the library lot.
6. One-on-one meetings began with City Administrator to keep them up-to-date about Library.
7. Minimum wage increased to \$14.00 per hour on January 1<sup>st</sup>.
8. Paid leave for part-time staff became effective January 1<sup>st</sup>. Mr. Hedman noted that the Policy book will need to be amended.
9. Ms. Augustine will invite the ELL volunteers to the next Board meeting, so they can be recognized. Six different languages are being taught to 40 students at the library.
10. Ms. Augustine is hosting a Director's group at the library in the upcoming week.
11. The stats showed the library is up 52% in the programs and attendance is up 90%.
12. Activities will be presented in observance of MLK Day.

**City Council Liaison:** None

**Standing Committees:** None

**Unfinished Business:**

**HVAC Update/Chiller Replacement Update**

Director Augustine said the engineering firm is working on plans for the chiller replacement. She also reiterated from last month that the fans in the upstairs bathrooms need to be replaced and a control board on the boiler needs to be replaced. Those repairs will be done at the same time.

**New Business:**

**Set Finance Committee Meeting for FY25 Budget Planning**

Ms. Augustine noted that she met with Finance Director Rob Fredrickson to review the preliminary budget draft. The Finance Committee meeting was set for February 7th at 6pm in the Board room.

**Emergency Closing Policy (added to agenda)**

Ms. Augustine said there is brief information in the policy book now, but a more comprehensive policy including closures due to weather factors will be included. The Board agreed that the Director could make the decision and then inform the Board. The decision will also be made based on city and school decisions.

Ms. Garcia made a motion to approve the emergency closing policy with the notation that the decision to close rests with the Director. Ms. Schumacher seconded the motion. Roll call: Garcia-yes, Millen-yes, Reifsteck-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Forristall-yes. Carried 7-0.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting adjourned at 7:18pm on a motion by Ms. Garcia and second by Ms. Schumacher.

Minutes respectfully submitted by  
Marlys Young, Minute Taker