APPROVED 9/8/25

Yorkville Public Library

Board of Trustees Meeting
Monday, August 11, 2025 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The Library 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:
Sharon Mix-yes, Valerie Burd-yes, Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Wendy Gatz-yes, Ryan Forristall-yes, Theron Garcia-yes

Others Present:
Library Director Shelley Augustine, Friends of the Library President Kathi Murphy

Recognition of Visitors: Ms. Garcia recognized staff and guest.

Amendments to the Agenda:
Director Augustine asked to add a discussion under New Business regarding the Homecoming parade and possible early library closure that day.

Presentations: None

Minutes: **July 14, 2025 Library Board of Trustees and July 29, 2025 Personnel Committee**
Motion by Ms. Garcia and second by Ms. Milschewski, to approve both sets as presented. Roll call: Burd-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes. Carried 9-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:
Ms. Murphy reported the used book sale is on track and volunteers are secured. She said there is $31,526.65 in the treasury, but some of that is encumbered to support library programs. The Friends will be selling wearing apparel and other items as a fundraiser. They are discussing the possibility of having their own website, but cost is a factor. She will be chairing a committee to host a mystery event with possible assistance from high school theater students. They have updated the Friends' brochure and are preparing for the membership drive. Volunteers have been scheduled to help with the mini-food pantry.

Staff Comment: None

Report of the Treasurer:

Financial Statement & Payment of Bills

Treasurer Milschewski noted a large bill of $28,601.90 for Verde Energy.

Payment of Bills

Ms. Milschewski entertained a motion to approve the bill list as presented and Ms. Garcia seconded.

$43,251.87 Accounts Payable
$43,707.84 Payroll
$86,959.71 Total

Roll call: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Burd-yes. Carried 9-0.

Report of the Library Director:

Director Augustine reported the following:

1. Summer reading program is finished and 1,500 kids took part in activities in June and July.
2. There were 200 adult reading logs and Mike Curtis thanked the many sponsors which Ms. Augustine listed.
3. Oak Brook Mechanical completed more items on the checklist and when all are finished, they will receive final payment.
4. Gutter cleaning is needed.
5. Mike Curtis is working on some new programs which Ms. Augustine listed.
6. Mike Curtis and Jennette Weis are working on a Pizza Palooza event.
7. Carpet cleaning will be done September 26th during an in-service day.
8. Nineteen staff members will attend PUG day.
9. Director attended Kendall County Health Department workshop regarding health priorities. They are looking for feedback from people who work or live in Kendall County.
10. Director will attend ILA conference in October.
11. Kendall County Administrator asked Ms. Augustine to participate in the County Strategic Plan.
12. The Fire Department was asked to conduct CPR and AED training for staff.
13. Coordinating with Kendall County Health Department regarding Narcan training. A bill has been signed to require Narcan be on library premises effective January 1 and one staff member must be trained to administer.
14. Another House Bill approved will allow the library to charge non-resident fees on a quarterly or bi-annual basis instead of just annually. The Policy for this will need revision.

City Council Liaison: None

Standing Committees:

A Personnel Committee meeting was held on July 29. This will be discussed in Executive Session.

Unfinished Business: None

New Business:

Disaster Plan Update

Director Augustine said the plan had been updated for the vendors, trustee phone list and city phone list.

Full Time Marketing Position

Ms. Augustine presented an updated job description for a full-time marketing position. She has written an offer letter to employee Megan Carey and her official start date is September 2. President Garcia said the social media presence is outstanding.

Review of New Illinois Public Library Standards

The Director said the standards will be reviewed in groups of 3 or 4 at each upcoming meeting. She attended a webinar with the committee who created the new standards. The review will need to be finished prior to submittal of the per capita grant in January.

Homecoming Parade (added to agenda)

Last year, parade attendees used the library parking lot and it was extremely difficult for library patrons to leave. She discussed the parade with the Parks and Rec Director Tim Evans to determine the timeline for the event. She suggested the library close at 4pm that day for less impact on patrons. The parade is on October 2 this year. Mr. Hedman asked if foot traffic is increased in the library and the Director said the restroom is used by the public. The reason for the early closure is that the road will be closed and library staff or patrons are not able to leave. Ms. Schumacher recommended early closure based on the size of past parades. This will be discussed further at the next Library Board meeting under Unfinished Business.

Executive Session:

At 7:25pm President Garcia moved to enter into Executive Session and she 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.** Ms. Milschewski seconded the motion. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Burd-yes, Schumacher-yes. Carried 9-0. The Board entered into the Session at 7:26pm.

The Board concluded their Executive Session at approximately 8:10pm and returned to regular session.

New Business cont.

President Garcia said the Board discussed and finalized the Director's annual performance evaluation and set goals for the next year. They also recommended a 3% pay increase retroactive to May 1. Roll call: Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 9-0.

Adjournment:

There was no further business and Ms. Garcia moved and Mr. Hedman seconded to adjourn. Roll call: Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Burd-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes. Carried 9-0. Adjourned at 8:13pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker