APPROVED 5/11/26

Yorkville Public Library

Board of Trustees
Monday, April 13, 2026 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:
Jackie Milschewski-yes, Wendy Gatz-yes, Ryan Forristall-yes, Theron Garcia-yes, Valerie Burd-yes, Tara Schumacher-yes Jason Hedman-yes, Keri Pesola-yes

Absent: Sharon Mix

Others Present:
Library Director Shelley Augustine, Friends of the Library President Kathi Bell,
Yorkville High School Government Class Students: Lola Francesconi, Aliza Elizondo, Abby Ziegler, Ava Francesconi, Emelio Morales

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

Amendments to the Agenda: None

Presentations: None

Minutes: March 9, 2026
Motion by Ms. Garcia and second by Ms. Milschewski, to approve the minutes as presented. Roll call: Gatz-yes, Forristall-yes, Garcia-yes, Burd-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes Carried 8-0.

Correspondence: None

Public Comment: None

Friends of the Library Report:
Ms. Bell reported the following:

1. Friends' Board of Directors met to review budget and bilaw amendments. Board will meet twice a year.
2. Friends held annual meeting of 501(c)(3), approved following: proposed budget, amendments to bilaws, slate of officers and rules/regulations.
3. Approved budget estimated at $23,000.
4. Had their regular monthly meeting following above and she provided summary of finances.
5. Received update on Eagle Scout project for mini-food pantry. Scout is looking for space to build it.
6. Inventoried spring merchandise.
7. Fundraiser at Macianos earned $391.54.
8. National Library Week is next week, banners of appreciation will be displayed on Game Farm Rd. and a box lunch will be provided for staff on April 21.
9. Discussed plans for upcoming fiscal year and event chairs are being requested. If no chair, that event will not be held. Several volunteers stepped up to act as chair for mini-golf and others.

Staff Comment: None

Report of the Treasurer:

Financial Statement & Payment of Bills

Treasurer Milschewski noted a large bill from Trico for several items.

Payment of Bills

She entertained a motion to approve the payment of bills as follows, seconded by Ms. Garcia and Ms. Schumacher, simultaneously.

$48,015.59	Accounts Payable
$46,987.53	Payroll
$95,003.12	**Total**

Roll call: Forristall-yes, Garcia-yes, Burd-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes. Carried 8-0.

Report of the Library Director:

Director Augustine reported the following:

1. Water cooler was installed. If funds available next year, one will be installed upstairs.
2. Replaced 4 motion detector sensors.
3. Had annual fire inspection and extinguishers need to be replaced. A specialized extinguisher is in the IT room for electrical equipment. The technician provides hands-on training for extinguishers and this will be looked at for September.
4. Friends purchased new 3D printer for youth department.
5. Grounds around library have been cleaned, fall clean-up to be done as well.
6. Tablescape event yielded $1,300 in ticket sales, portion of proceeds goes to participating organizations. Friends were asked to coordinate this event for next year.
7. Participation in Library Road Trip ends April 30. Statistics will be provided at May Board meeting.
8. A rep from Illinois State Library came to see how per capita funds are used.
9. Ms. Augustine was contacted by Kendall County Sheriff's Office to join them in National Night out on August 4th. A table for library will be at the event.
10. Director will attend AID Cares award ceremony and library will be honored.
11. Ms. Augustine created an L2 account for Trustees for any future training.
12. Contacted by Shaw Media regarding annual Trail Guide. Ms. Augustine sent library information.

City Council Liaison: None

Standing Committees: None

Unfinished Business:

Space Planning Consultant Discussion/Approval

Ms. Augustine said the library could do an RFQ (Request for Qualifications) instead of RFP. An RFP is only done if the cost is over $25,000. The vendors will provide an SOQ (Statement of Qualifications). Fees will not be discussed at this time, but negotiated later. Potential vendors will provide information about their employees, qualifications, expertise, projects they've done, etc. There are rules to follow for choosing the vendor as related to the pricing. It was also suggested that possible vendors could be invited to a Board meeting for input. It was decided that RFQ's would be issued by Friday, April 17th and ask for submissions to be returned by May 8th.

President Garcia moved and Mr. Hedman seconded a motion to approve the RFQ draft for Architectural Services-Space Needs Assessment, with date changes. Roll call: Burd-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes. Carried 8-0.

Reminder: File SEI (Statement of Economic Interest) before 5-1-26

Ms. Garcia reminded all Board members this document is due before May 1 or a fine is incurred.

New Business:

Resolution for Non-Resident Cards

Ms. Augustine stated that the Board must decide each year, how to determine the cost for a non-resident library card. There are 2 choices: a mathematical formula or tax bill method. The tax bill method has always been the first choice and Ms. Augustine recommended using this method. Ms. Garcia moved and Ms. Milschewski seconded the motion to continue to participate in the non-resident program and to use the tax bill method of determining the card cost. Roll call: Burd-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes. Carried 8-0.

Set Personnel Committee Meeting for Director's Evaluation

The Personnel Committee set a date for conducting the Library Director's evaluation. Ms. Garcia moved and Ms. Milschewski seconded the motion to meet May 11th at 6pm, just prior to the regular Board meeting.

Other:

President Garcia stated this is Ms. Burd's last meeting on the Board of Trustees and she thanked her for her service.

Executive Session: None

New Business cont. None

Adjournment:

There was no further business and Ms. Garcia moved to adjourn the meeting and Ms. Milschewski seconded. Unanimous voice vote approval. Adjourned at 7:29pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker