APPROVED 7/13/26

Yorkville Public Library

Board of Trustees
Monday, June 8, 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, Sharon Mix-yes, Tara Schumacher-yes, Jason Hedman-yes, Keri-Pesola-yes

Others Present:
Library Director Shelley Augustine, Friends of the Library President Kathi Bell
From Studio GC: Darren Schretter, Brody Sharp, Craig Meadows
From Engberg Anderson: Joe Huberty, Shaun Kelly

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

Amendments to the Agenda:
Ms. Augustine asked to move the presentations by Studio GC and Engberg Anderson, forward on the agenda from "New Business" to "Presentations".

Presentations:

Space Planning Consultants Presentations

Studio GC

GC Studio reps said thoughtful service and personal design are important to their agency and they want to build relationships with library personnel. Space needs assessment have 3 key areas : community needs/requirements, space utilization, building function/condition. They are a data driven company and look at metrics that represent when people are visiting at the library, which area they are visiting and the equipment being used. They look at circulation and if it's turning over and why, if not. To determine the needs, they will look at surveys, feedback from staff and community interest. They do cost estimating and consider budget constraints. If things are rearranged, they will consider how it will affect staff and their jobs.

After touring the library, GC reps determined 3 priorities: (1) improve connection with main library, (2) reallocation of staff space (board room underutilized—possibly re-purpose), look at seating and desk replacements, (3) look at children's department and possibly add a play element/reposition children's department desk.

Grant opportunities are possible and GC reps said they provide client support to explore the grants. They also noted their firm is part of the Yorkville School referendum.

Q&A for Studio GC
Mr. Forristall: Are cost estimates done in-house? **Yes, they have contractor partners in the area and also do total project budgets. They try to be very detailed in costs.**

Ms. Garcia: Can you provide a list of contractors you work with? Y**es, GC asks for as many bids as possible.**

Ms. Augustine: Do you build in contingencies? **Yes, they do construction and design contingencies. They allow the library to select the bid.**

Mr. Hedman: How do you balance current trends and keep things flexible for future changes? **Furniture-based solutions are important and not as costly as building renovations. Must plan ahead for how a room will be used.**

Ms. Garcia: Do you have an example how you implemented change where there are both budget and space constraints? **Morris Library was used as an example—they did not replace furniture or carpet, but rearranged furniture and some departments.**

Engberg Anderson
Mr. Huberty said needs are defined by info from the community and staff. It is important to look forward and think of the next generation. They emphasized a few key points. They try to serve the community and acknowledge that people come to the library to learn by engaging, such as with programs. Libraries don't necessarily need more space, but just need to use it differently and funding may be needed. Two important concepts are flexibility for current/future use and people should feel comfortable coming into the building. He said there is ample space here, but some corners are dark. Some parts are underutilized as patrons move away from magazines and phonographic records.

The next steps are defined by need, not by want and the library has responsibilities to the community and what it costs. Staff must have the space to develop programs. Goals and a series of options should be developed from the Strategic Plan and considered in terms of funding. Furniture will be big part of the plan and can be 1/3 to 2/3 of the project cost. He said they would provide detailed costs.

Mr. Kelly said they would look at rearranging sight lines, etc. and determine the library's goals. The type of finishes will also be determined with durability and flexibility in mind. Furniture is the best resource in terms of flexibility and partitions are also an option. One staff person should be able to rearrange a room to transform it for the next use. He noted that everything is on castors and the chairs only weigh 7 pounds.

Q&A for Engberg Anderson:
Ms. Garcia: If there is construction, do you provide a list of your contractors? **We would work with you to understand various delivery methods. They work with a general contractor or construction manager, not someone in the trades.**

Can you share an example of innovative design for a library with budget and space constraint? **Gave an example where the solution was to move bathrooms.**

Ms. Pesola: If we were to look for grants, do you have assistance with that? **Yes, they have been involved with many grants and will help.**

Ms. Pesola: Do you consult with our department/teams/staff? **Yes, that is a huge priority.**

Mr. Hedman: How do you balance designing a library with the trends today and accounting for trends that might change in the future? We didn't anticipate as many people working from home etc. **Balance with flexibility. The constant is that libraries are for people. They pay attention to lighting, acoustics for best environment and possibly rearrange furniture.**

Minutes: May 11, 2026 Board of Trustees and Personnel Committee
Motion by Ms. Garcia and second by Ms. Milschewski, to approve the minutes as presented. Roll call: Gatz-yes, Forristall-yes, Garcia-yes, Mix-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. The Friends had a meeting this morning and the Treasurer reported the revenues and expenses. There is an issue with the IRS which believes the Friends have 2 EIN's (Employer Identification Number). Judy Somerlot has worked to resolve this since the issue has emerged before and the Friends sent a certified letter to the IRS. When the Friends were established 15 years ago, an EIN was received, however, it was not known by others and a second one was applied for later. The Friends will participate in the July 4th parade and distribute glowing wristbands. There will be a dine with Panera fund raiser on July 13 and participants must present a flier to validate the donation. The Friends will receive 30% of the profits. FOL received an email from Eagle Scout candidate Sean Humpage that the food pantry is finished and he will work with library staff for an installation time. The 2-way radios discussed last month were donated to Fox Valley Park District. FOL members voted to purchase 5 commercial grade tables to replace broken ones so there are enough for used book sales. The first donation (gift card) for the basket raffle next year has been received.

Staff Comment: None

Report of the Treasurer:

Financial Statement & Payment of Bills

Treasurer Milschewski noted that many of the books are now coming from Amazon.

Payment of Bills

Ms. Milschewski made a motion to pay the bill list and Ms. Garcia seconded.

$30,717.81	Accounts Payable
$47,098.89	Payroll
$77,816.70	**Total**

Roll call: Forristall-yes, Garcia-yes, Mix-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. The drinking fountain in the meeting room has been leaking excessively and cannot be repaired.
2. Ms. Augustine was at WSPY last week and reported on the 250th Anniversary programs kicking off this month and running through August. She briefly described some of them.
3. She attended a RAILS member meetup at the library in Bolingbrook.
4. Ms. Augustine and Mike Curtis attended AID Cares Awards ceremony which recognizes clients, volunteers, employees, etc. The library received Outstanding Community Supporter award.
5. Due to increased library activities, 2 part time library clerk positions will be posted.
6. Finished all the staff annual performance reviews.
7. Will have presence at Farmer's Market starting this month, and then the 3rd Tuesday of each month.
8. Will take part in National Night Out in August in conjunction with Kendall County Sheriff's Department.
9. Back to School storywalk in September.
10. Library hosted an author/illustrator and a book-signing followed.
11. Working with US Census who is conducting special census. City asked that library provide a private room to conduct their meetings.

City Council Liaison: None

Standing Committees:
The Personnel Committee met just prior to the Board meeting and the topic will be discussed further in the Executive Session.

Unfinished Business:
The presentations were done earlier on the agenda and two additional presentations will be done next month. At the suggestion of Mr. Hedman, discussion on the two from tonight, will be deferred until the others give their presentations.

New Business:

Nominations of Board of Trustee Officers

Ms. Garcia opened nominations for all officer positions for the Library Board.

Vice-President: Ms. Garcia nominated Keri Pesola
Treasurer: Ms. Garcia nominated Jackie Milschewski
Secretary: Ms. Garcia nominated Jason Hedman
President: Ms. Milschewski nominated Ms. Garcia

No other nominations were made and all nominees accepted. The nominations were then closed and voting will take place at the next month's meeting.

All Staff COLA Increase

The FY 2027 budget was previously approved and it included a 5% COLA increase for all eligible library staff. Ms. Augustine said this reflects a commitment to the staff to stay competitive and retain the employees.

Approve Opening Library for FOL Events

The Friends of the Library have scheduled events for which the library needs to be open on Sundays and they are seeking permission from the Board. The events are 2 Murder Mysteries and Mini-Golf. Ms. Garcia moved to approve the FOL event dates of November 15, 2026, February 7, 2027 and April 11, 2027 for the library to be open. Ms. Schumacher seconded the motion. Roll call: Mix-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes. Carried 8-0.

Other: None

Executive Session:
Ms. Garcia made a motion at 8:36pm to go 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: Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes. Carried 8-0.

New Business cont.
After the Executive Session concluded at 8:59pm, Ms. Garcia said the Board had agreed to adopt the Library Director performance evaluation as recommended by the Personnel Committee. Next month, the Board will determine the goals and salary increase for the upcoming year.

Adjournment:
There was no further business and at 9:00pm Ms. Garcia moved to adjourn the meeting and it was approved on a unanimous voice vote.

Respectfully submitted by Marlys Young, Minute Taker,
(transcribed from audio, not present at meeting)