**APPROVED 10/12/26**

# Yorkville Public Library

Board of Trustees
Monday, September 14, 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:**
Tara Schumacher-yes, Jason Hedman-yes, Keri Pesola-yes, Jackie Milschewski-yes, Wendy Gatz-yes, Ryan Forristall-yes, Theron Garcia-yes, Sharon Mix-yes

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

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

**Amendments to the Agenda:** None

**Presentations:** None

**Minutes: August 10, 2026**
Motion by Ms. Garcia and second by Ms. Milschewski, to approve the minutes as presented. Roll call: Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes, Garcia-yes, Mix-yes, Schumacher-yes Carried 8-0.

**Correspondence:**
Jennette Weiss received a thank you note written by a parent on behalf of their child who was transitioning to pre-school. There was concern about how the student would do in pre-school. The note said the child had a great first week, but they missed Miss Jennette!

**Public Comment:** None

**Friends of the Library Report:**
Ms. Bell reported on the Friends group:

1. The Friends met this morning with 17 members.
2. She reported on the finances of the group.
3. The used book sale raised $7,480.25. Some recommendations were made for the next sale. Only FOL members will be accepted as volunteers in the future and children will not be allowed at setup.
4. Ad hoc committee formed to determine what to do with unsold books, etc. from book sale.
5. New merchandise – t-shirts, sweatshirts – on sale.
6. September is Membership Drive month and letters were sent to 79 current & past members. Letters were also sent to businesses for corporate sponsorships. 45% of members have already responded.
7. Murder Mystery Committee met to work on details for November 15th event.
8. Next Dine to Donate is November 2 at Maciano's.

**Staff Comment:** None

**Report of the Treasurer:**

**Financial Statement & Payment of Bills**

Treasurer Milschewski said there was nothing outstanding to share about this month's report.

**Payment of Bills**

Ms. Milschewski moved to pay the bills as follows and Ms. Garcia seconded.

| | |
|---|---|
| $20,993.62 | Accounts Payable |
| $51,468.98 | Payroll |
| **$72,462.60** | **Total** |

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

**Report of the Library Director:**

Director Augustine reported the following:

1. The newly approved IT company has begun work at the library. Ms. Augustine has been sharing the updates with Mr. Hedman.
2. Today Ms. Augustine had a quarterly business report meeting with the IT rep and technician to review projects not in the monthly contract. They are doing a great job, equipment inventory has been done and staff has already submitted tickets for work.
3. Staff is preparing for the staff and service day on September 25. Two PUG Day trainings will be held via Zoom and many other training sessions will be held throughout the day.
4. Reminder that the library will be closing early for the Homecoming parade on September 17. Ms. Augustine was also informed the school is doing a fireworks show on September 18. As a result, the Director obtained approval from Library Board President Theron Garcia to close early at 6pm that day. The early closure was a city recommendation since some of the nearby roads will be closed.
5. The library will host a craft supply exchange day on Saturday, October 3. Donations are being accepted until the end of the month. Donators will receive a ticket for early entry into the event.
6. New shelving has been installed.
7. A proposal from Williams Architects was received and will be discussed in Old Business.
8. Director will attend a meeting at Fossil Ridge Public Library regarding retention/disposal of library materials. A state Records Archivist will be present.

**City Council Liaison:** Not present

**Standing Committees:** None

**Unfinished Business:**

**Space Planning Consultant Discussion/Approval**

The Director and Mr. Forristall met with Andrew Dogan and the architect from the Williams Group and reviewed the original proposal. Ms. Augustine asked them to add additional information under Comparative Analysis and to also do a comparison of operating budgets. They also discussed stakeholder engagement. The pricing presented by Williams Group was higher than what the Board approved and the Director asked them to provide an "all-in" price since there will be other expenses such as travel and printing. It was reduced to $13,800 ($1,900 less than original)**.** Zoom meetings may be used in lieu of in-person meetings, to save money. The cost is now in the "B" section of proposed pricing. The Williams Group will attend up to 5 Library Board meetings and the project will take about 10 months.

Mr. Hedman asked if there is a payment schedule -- he would like to see an upfront 50% payment and 50% when completed. He was also concerned about having only 7 days written notice if Williams wanted to terminate the agreement. He requested both 30 days notice if the agreement was to be canceled and a fee schedule.

Ms. Milschewski moved to approve the space planning consultant's contract contingent upon clarification of the payment schedule and adjustment of the contract to reflect a 30-day "out" clause. Ms. Garcia seconded. Roll call: Garcia-yes, Mix-yes, Schumacher-yes, Hedman-yes, Pesola-yes, Milschewski-yes, Gatz-yes, Forristall-yes. Carried 8-0.

Ms. Augustine will send revised information to the Board when this action is done.

**New Business:**

**Review Illinois Public Library Standards-Access, Governance & Administration, Human Resources and Safety & Emergency Preparedness**

Director Augustine reviewed these topics and the standards for each. She said the library meets most of the standards. She said some advanced standards are not met since the library is not open 7 days a week, the library does not have the recommended number of staff or adequate budget. Job descriptions need to be updated, some furniture needs to be replaced, compensation needs to be improved and a succession plan for key staff members is needed. Ms. Augustine will meet with the new IT company about a technology recovery plan.

**Other:**

**Executive Session:** None

**New Business cont.** None

**Adjournment:**

There was no further business and Ms. Garcia moved to adjourn the meeting. There was unanimous voice vote approval. Adjourned at 7:53 pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker