

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
March 9, 2017
Messenger Public Library Conference Room**

Call to Order:

President Treest called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:00 p.m.

Roll Call: Attending: President Marguerite Treest, Treasurer Tanya Berley, Trustee Corinn Sparks, Trustee Justin Kline and Trustee Jim Hicks. Absent: Vice President Mary Beth Hutches.

Members of the public in attendance: Amanda Bielko and Andrew Fullerton of Heil & Heil Insurance Agency, Mary Steed and Jack Steed, Cass Middleton and Sheridan Gurbal. Staff members Jessie Affelder, Joanne Galloway and Michelle Kurczak.

Additions and changes to the Agenda: There were no additions or changes to the Agenda.

Presentation of Proclamation: Recognition Posthumously-19 years (1998-2017) of Community Service-William J. Middleton (1945-2017) Messenger Public Library Board of Trustee and Trustee Secretary

President Trustee Treest read and presented a Proclamation of Recognition Posthumously for 19 years of Community Service recognizing the late William J. Middleton to his family. President Treest commented that the Board members would miss him greatly and his service was much appreciated over the years. The family thanked the Board members and his daughter indicated her father was most proud of what the library does for the community.

Presentation & Approval 2017-2018 Library Insurance Package-Heil & Heil Insurance Agency/Amtrust Insurance Co. Proposal.

Andrew Fullerton and Amanda Bielko of Heil & Heil Insurance Agency presented the Board members with their proposal for the Library insurance package for the April 2017 thru March 2018 time period.

Mr. Fullerton indicated that it was determined thru research that staying with Utica would be the most cost effective for the Library. Mr. Fullerton also indicated that Amtrust provided a slightly lower premium for Worker's Compensation coverage as well. Completed reports would be forthcoming in the next day as well. Mr. Fullerton indicated that he and Ms. Bielko had worked extensively to provide an overview of coverage for tonight's meeting.

President Trustee Treest inquired as to reviewing old notes on the policy and the term "underinsured" was mentioned. Mr. Fullerton indicated that the Library was not currently deemed "underinsured". Mr. Fullerton indicated that even with the current renovation work in place the Library has an increased value even though the basic "footprint" has not changed.

There were no additional questions placed before Mr. Fullerton and Ms. Bielko.

The Board members thanked them for their time and their presentation.

Trustee Kline motioned to approve the 2017-2018 Heil & Heil Insurance Package as presented total amount for policy package (Auto, Crime, Umbrella and Workers Compensation) \$ 18,663 Seconded by Trustee Hicks. Roll Call Vote. Ayes: (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: none. Absent: (1) Vice President Hutches. All in favor. Motion carried.

Approval of the February 9, 2017 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes from the February 9, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the February 9, 2017 Regular Board Meeting Minutes.

Treasurer Berley motioned to approve the February 9, 2017 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

Public Comments: Mary Steed commented that she was very impressed with the library department reports. She indicated that the Youth Department report stood out to her in particular and she was impressed with the outreach that this department provides.

She also extended her condolences to Administrative Assistant Judy Jarvis over the recent loss of her father.

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of February of \$7590.94. Expenses in the amount of \$252,946.94 were disbursed. Current assets totaled \$2,194,470.99. Check numbers 13429-13491 and Electronic Funds Transfers in the amount of \$256,151.28 were written in February 2017.

Treasurer Berley indicated that a majority of the monthly expenses were due to renovation work.

There were no additional questions or comments at this time.

Trustee Hicks motioned to approve the Treasurer's report and file for audit as presented. Seconded by Trustee Sparks All in favor. Motion carried.

Library Administrator's Report

Administrator Davis reviewed with the Library Board his report for the month of February.

Administrator Davis reviewed the following items with Board members:

1. Reviewed current fund balances to date and projections for the remainder of the current fiscal year.
2. Review of West Wing renovation work finances to date. There were several items on tonight's agenda that require approval for some of the renovation related expenses.
3. Informed Board member of upcoming NAMC Candidates Night on March 23, 2017. Indicated this was an opportunity for candidates to speak about the library and provide information on themselves and why they are running for a library board position.
4. Reminded Board members of legal counsel directive on Oath of Office for newly elected Board members. This would most likely take place at the upcoming April 13th Board Meeting after election results have been confirmed and published.
5. Reminded Board members of upcoming annual LACONI Library Trustee and Administrators Dinner at the Oak Lawn Hilton on May 12th.
6. Reported on the attendance along with President Trustee Treest and Trustee Hicks of the State of Village Luncheon on February 16th.
7. Reported on some of the current and upcoming renovation projects to be completed.

There were no additional questions placed before the Library Administrator at this time.

Library Department Head/Administrative Assistant Reports

Administrative Assistant Judy Jarvis thanked the Administrator, Board and staff members for their support during the month of February. It was a very difficult time for her and her family and she appreciated the support she has received over the death of her father.

Head of Adult Services Jessie Affelder reported on some of the statistics of the Adult Services Department. One item of note was that one patron checked out over 400 ebooks over a 12 month period. The Adult Services Department has also received over 4000 requests for titles from patrons.

She indicated that a monthly book club was underway partnering with Greencastle in North Aurora.

She also indicated that she has received many positive comments from patrons in regards to renovation work and space and color scheme.

Head of Technical Services Joanne Galloway indicated to Board members that she loves her new office. She also mentioned that some of her staff members have assisted the Youth Services department with desk coverage throughout the month of February and to date as well. She also reported that staff is currently working on aspects of upcoming migration to SWAN as well.

Head of Youth Services Michelle Kurczak indicated that she is currently in the process of interviewing for open positions within the department. She also thanked all the departments and staff members for taking over shifts in Youth to cover the desk when programs were taking place. She indicated that the Winter Reading program had an 89.5% completion rate which far exceeded her expectations.

Report of the President

President Treest: Commented on the good job being done by staff during the renovation. She is coming together. Everything is new and up to date in the library and she hopes to keep it that way. She is very impressed with the new cubicles and staff work areas.

Correspondence

There was no correspondence to report to the Board at this time.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole-Did not meet

Unfinished Business:

Review and Discuss: Succession Plan Revision

Administrator Davis presented the Board members with a newly revised copy of the Library Succession Plan that was implemented by former Board Secretary Bill Middleton with the assistance of the Administrative Assistant.

Administrator Davis indicated that the document was updated to include current vendors and staff members.

Review and Discuss: Library Disaster Plan Handbook Revision

Administrator Davis presented the Board members with a newly revised copy of the Library Disaster Plan Handbook.

Administrator Davis indicated this document was revised to include current renovation projects completed as well as to provide documentation to date for the local fire and police departments as well as library staff.

Administrator Davis indicated a key on-call person other than himself is needed for the alarm company. He welcomed Board members or staff to volunteer to take on this role for the library to complete this document revision.

New Business

Approval Board Training Expenses-Per Illinois Government Travel and Expense Act Expenditures/Registration Amount Totaling-\$70.00-Board members attending Annual State of the Village of North Aurora President Address & Luncheon-President Marguerite Treest and Trustee Jim Hicks.

Motion to approve Treasurer Berley. Seconded by Trustee Sparks.

Roll Call Vote. Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Hicks and Trustee Sparks. Nays: none. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Approval West Wing Renovation Project-Phase 2-Invoices and Payment Vouchers, Change orders and Proposed Change Orders for Review and Approval:

1. Resolution 06-2017 Payment voucher#5-\$116,789.94 (paid on February 28, 2017) L.J Morse Construction Company-For auditing purposes.
2. Resolution 07-2017 Payment total of \$88,543.38 transfer of funds from Illinois Funds US Bank Reserve Fund to Old Second Checking account –payment for three items- Item A \$2410 Hallet Movers-labor and materials cost for moving of library collection and shelving. Item B\$85,867.38 Interiors for Business-shipping, delivery and installation of Phase 2 furniture and Item C \$266.00 Interiors for Business –labor cost for relocating and installation of desks in Tech Services Department.
3. Approval-Kluber/Morse Construction Co.-Change Order#8-General Contingency Expenditure-Total\$ 2180.95-Audit purposes-work completed as of March 1, 2017 (breakdown :\$648.00-Waterline installation for coffee bar and coffee maker and \$1532.95-relocation of two (2) HVAC thermostats. NOTE: Original Contingency allowance in Bid package was \$50,000. The remaining balance with the paid expense will be \$33,029.37.
4. Approval-Proposed change orders-#17, #18 and #19-General Contingency Bid-package amount totaling \$20,087.17 (breakdown: #17 painting of staff corridor, main meeting room and corridor of staff work room (\$7517.40) #18 carpeting of staff corridor, main meeting room and corridor to staff work room (\$11,576.80) #19 Lever keypad for staff work room (\$992.97) NOTE: the General Contingency allowance amount bid package is \$50,000. Once the proposed change order is approved by

Board and Kluber the remaining contingency amount when final invoice paid will be \$12,942.20

Motion to approve Resolution 06-2017 by Treasurer Berley. Seconded by Trustee Hicks. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Motion to approve Resolution 07-2017 by Treasurer Berley. Seconded by Trustee Hicks. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Motion to approve Change Order# 8 by Treasurer Berley. Seconded by Trustee Hicks. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: none. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Motion to approve Change Order#17, #18 and #19 by Treasurer Berley. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: none. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Approval-Kluber Architects and Engineers Basic Services Contract-\$3950-LED Lighting replacement for Library parking lot and driveway basic services (scope of work: construction documents, bidding negotiation phase and construction administration phase) 2015 Kluber/Messenger Library Facilities Operations Maintenance Project Plan.

Motion to approve Kluber Architects and Engineers Basic Services Contract-\$3,950 LED Lighting Replacement by Treasurer Berley. Seconded by Trustee Hicks. Roll Call Vote: Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Approval-Expenditure of up to \$27,000-Dell Computer Order-New staff office and Public Service Desks Computers (Laptops, CPU) Quote amount \$26,835.38 Source of funding for expenditure per Board approval is a portion of the property replacement refund funds and Village impact fees (Received\$43,494.15) in FY2017 as of March 1, 2017)

Motion to approve expenditure of up to \$27,000 Dell Computer Order by Treasurer Berley. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: none. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Approval-Sikich Technology LLC-Service Contract-\$16,991.10-Deployment of staff Offices and Public Service Desk computers-West wing renovation project-Source of funding for expenditure per Board approval is a portion of the Property replacement Refund funds and Village impact fee payments (received \$43,494.15 in FY2017 as of March 1, 2017)

Motion to approve Sikich Technology LLC-Service Contract \$16,991.10 by Treasurer Berley. Seconded by Trustee Kline. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: none. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Approval- Expenditure of up to \$3,000-Library employee appreciation and incentive bonus distribution –Completion of West Wing Renovation Project.

Motion to approve expenditure of up to \$3,000 Library employee appreciation by Treasurer Berley. Seconded by Trustee Hicks. Roll call Vote. Ayes: Five (5) President Trustee Treest, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: none. Absent: One (1) Vice President Hutches. All in favor. Motion carried.

Library Administrator's Annual Evaluation-Distribute Forms-Discuss Protocol & Process-April 13th Closed Executive Session

Library Administrator's Annual Evaluation forms were distributed. President Treest asked for suggestion for alternate types of forms for this task. Board members agreed to continue to use the forms that have been used over the past several years.

There were no additional questions placed before the Board in regards to this agenda item.

Trustee Comments

President Treest: Reminded Board members of upcoming Committee of the Whole meetings scheduled for Thursday March 30th at 7:00 p.m. and Thursday April 27th at 7:00 p.m.

Treasurer Berley: Commented that she was glad that she attended the Illinois Library Association Legislative Luncheon. She indicated support of the library is good and should continue. Pleased with how things are going with the renovation project. Commented that staff has been tremendous. Thanked staff and Administrator for all their hard working keeping the library running smoothly.

Vice President Hutches: Absent

Trustee Kline: Likes what he is hearing and has nothing more to comment.

Trustee Sparks: Attended the legislative meeting and stressed the importance of the role of Trustees and their support of the library.

Trustee Hicks: Commented that he was glad he attended the ILA Legislative meetings as well and had a good time.

Adjournment of Regular Meeting

Trustee Hicks motioned to adjourn the March 9, 2017 Regular Board meeting. Seconded by Trustee Kline. All in favor. Motion carried.

The Regular Board Meeting adjourned at 8:13 p.m.