

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
April 14, 2016
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, Secretary Bill Middleton, Vice President Mary Beth Hutches, Trustee Corinn Sparks and Trustee Jim Hicks.
Absent: Trustee Justin Kline

Members of the public in attendance: Staff members Jessie Affelder and Michelle Kurczak

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

Approval of March 10, 2016 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes for the March 10, 2016 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the March 10, 2016 Regular Board Meeting Minutes.

Vice President Hutches motioned to approve the March 10, 2016 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval of March 24, 2016 Committee of the Whole Planning Meeting Minutes

The members of the Board reviewed the Minutes for the March 24, 2016 Committee of the Whole Planning Meeting. President Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the March 24, 2016 Committee of the Whole Planning Meeting.

Trustee Hicks motioned to approve the March 24, 2016 Committee of the Whole Planning Meeting Minutes. Seconded by Secretary Middleton. All in favor. Motion carried.

Public Comments: Staff member Michelle Kurczak presented copies of the intergovernmental agreement with SD#129 currently in process for Board members to review. More information would be provided later in the Board meeting per Agenda.

Staff member Jessie Affelder informed Board members that Adult Services Department staff member Colette Shelby had resigned from her position and her last day would be April 30th.

Due to the fact that the library was given a 30 day notice current staff members have taken over the Art Club and Reading Club agendas. Ms. Affelder also commented on the recent Yoga program for patrons that was well attended and announced another session in July. She also indicated Summer Reading plans were underway.

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of March of \$12,462.39. Expenses in the amount of \$126,629.68 were disbursed. Current assets totaled \$2,634,073.40. Check numbers 12811-12861 and Electronic Funds Transfers in the amount of \$130,341.33 were written in March 2016.

Treasurer Berley reported that she did not see anything unusual in her review of the monthly financial statements.

President Trustee Treest commented that there was a decrease in payments for snow removal from last year.

There were no additional questions or comments at this time.

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

Library Administrator's Report

Administrator Davis reviewed with the Library Board his report and the departmental reports.

Administrator Davis reviewed the following items with Board members:

1. Informed Board members that preventative maintenance was performed on the roof the past week and the roof will need some repair work done. It was determined that the Library was not in need of a new roof at this time but repairs were needed.
2. Informed Board members that this past week the Library also experienced problems with a leak in the boiler system and most likely upon investigation a replacement boiler would be needed. An estimate of \$70,000 was given to the Administrator
3. Reminded Board members of upcoming Committee of the Whole Meeting on April 28th.
4. Informed Board members of changes in staff members to include the resignation of Colette Shelby and upcoming retirement of Lorraine Sartain.
5. Informed Board members of the Rails System and the transition process to one computer consortium of the libraries of Magic to join SWAN
6. Commented on the statistics and gate count during the early voting period.

Questions and/or comments placed before Administrator Davis in regards to his Administrative Report:

Treasurer Berley inquired as to how the recently configured Circulation department desk space was working out for staff.

Trustee Hicks requested to know the cost factor differential of replacing a small boiler unit versus a large unit.

There were no additional questions placed before the Library Administrator.

Administrative Assistant Judy Jarvis indicated at this time she had nothing to report to the Board members.

Report of the President

President Treest commented that she was very pleased with the intergovernmental agreement with regard to the School Library Card

Correspondence

Secretary Middleton read correspondence from Secretary of State Jessie White in regards to the Illinois State Library Secretary of State Per Capita Grant awarded to the library in the amount of \$12,919.45.

Secretary Middleton read correspondence from Senator Richard J. Durbin in regards to federal support for school libraries.

Secretary Middleton read correspondence from Jennifer Duncan in regards to the North River District Alliance (NOARDA) display recently show cased at the library.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole

Ad Hoc Building Committee-West Wing Renovation- Administrator Davis informed Board members that Kluber Architects would be meeting with the Management team members later this month.

Unfinished Business: None

New Business

Approve Resolution 2016-04-Money Market Account Establishment-Property Tax Deposits-Old Second Bank

Administrator Davis reviewed with Board members the documentation presented for establishing a new money market account with Old Second Bank for Property Tax Deposits.

Administrator Davis indicated to Board members that this was approval to establish a CDARS program with Old Second Bank.

Vice President Hutches motioned to approve Resolution 2016-04 Money Market Account Establishment-Property Tax Deposits-Old Second Bank as presented. Seconded by Secretary Middleton. All in favor. Motion carried.

Review-School Library Card-Intergovernmental Agreement and Policy-FY 2017/2018 West Aurora School District 129 and Messenger Public Library

Administrator Davis asked the members of the Board to review the Intergovernmental Agreement and Policy-FY2017/2018 West Aurora School District 129 and Messenger Public Library as presented.

Administrator Davis called upon Staff member Michelle Kurczak to address the Board members at this time in regards to this agenda item.

Staff member Michelle Kurczak indicated that the agreement form was taken from a generic form used by other local libraries and was a collaborative effort between Library Trustee and West Aurora School District Librarian Corrine Sparks and Linda Slaker as well to establish this agreement between School District 129 and Messenger Public Library.

Ms. Kurczak indicated that she along with school librarians and teachers were looking forward to having this agreement in place.

There were no additional questions by Board members at this time.

Trustee Comments

President Treest: None

Trustee Secretary Middleton: None

Treasurer Berley: None

Vice President Hutches: None

Trustee Kline: Absent

Trustee Sparks: Commented that her children love the new Stories and Steam program.

Trustee Hicks: None

Adjournment of Regular Meeting to Executive Session

President Trustee Treest motioned to adjourn the Regular Board Meeting and move to Executive session at 7:41 pm for purposes under the Illinois Open Meeting (OMA) Act 5 ILCS 120/2c (1) for Employment / Appointment Matters for the Annual Review of the Library Administrator and under 5 ILCS 120/2c (11) – Litigation Matters for Tax Appeal Cases.

Adjournment of Executive Session

Trustee Vice President Hutches motioned to adjourn the Executive Session and return to the Regular Library Board of Trustees Meeting. Seconded by Secretary Middleton. All in favor. Motion carried. The Executive Session was adjourned back the Regular Board Meeting at 9:00 p.m.

Opening of Regular Board Meeting

Vice President Trustee Hutches motioned to open the Regular Board Meeting. Seconded by Treasurer Berley. All in favor. Motion carried.

President Trustee Treest announced that there being no further business to discuss or to come before the Board and called for a motion to adjourn for the evening.

Trustee Sparks motioned to adjourn the Regular Board Meeting. Seconded by Treasurer Berley. All in favor. Motion carried.

The Regular Board Meeting adjourned at 9:02 pm.