

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
April 13, 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 7:01 p.m.

**Roll Call:** Attending: President Marguerite Treest, Vice President Mary Beth Hutches, Treasurer Tanya Berley, Trustee Secretary Corinn Sparks and Trustees James Hicks.

Absent: Trustee Justin Kline

Members of the public in attendance: Library Trustee- Elect Mary and her husband Jack Steed.

**April 4, 2017 State of Illinois / Kane County Consolidated Municipal/Village Election  
Review of Election Results for Messenger Public Library Board of Trustees**

President Treest reviewed the recent Tuesday April 4<sup>th</sup> Trustee Election results. Currently seated Trustees were reelected to a full four year term of office serving until April 2021. The Trustees included: Marguerite Treest, Jim Hicks and Tanya Berley. The newly elected Trustee to the Board was Mary Steed.

President Treest directed Secretary Pro-tem Sparks to swear-in the new Trustee Mary Steed. The new Trustee was then sworn-in and official took her seat as part of the Board of Trustees.

**Board Officer Appointments**

President Treest reviewed the current roster of Board Officers: President Marguerite Treest, Vice President Dr. Mary Beth Hutches, Treasurer Tanya Berkley and Secretary Pro-tem Corrin Sparks.

President Treest called for any nominations from the floor for current Board members that wanted to serve in an official Officer capacity. There were no new nominations from the current Board members.

President Treest nominated current Secretary Pro Tem Corrin Sparks to officially serve in the capacity of Trustee Secretary seeing as she had been appointed as Secretary Pro Tem to serve in that capacity until the April election following the death of William Middleton. All Trustees present agreed to the appointment. Note: No roll call vote was taken or requested on this appointment to the Board by President Treest.

### **Approval of the March 9, 2017 Regular Board Meeting Minutes**

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

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

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

### **Approval of the Committee of the Whole Planning Meeting - March 30, 2017**

The members of the Board reviewed the COW Meeting Minutes from the March 30, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the March 30, 2017 COW Planning Meeting Minutes.

Treasurer Berley motioned to approve the March 20, 2017 COW Planning Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

### **Public Comments:**

There were no comments from the public as no one from the public was in attendance at the meeting.

### **Treasurer's Report**

Treasurer Berley reported that there was a total net income in the month of March of \$ 3,408.99. Expenses in the amount of \$ 271,349.96 were disbursed. Current assets totaled \$ 3,479,859.62. Check numbers 13492-13546 and Electronic Funds Transfers in the amount of \$ 313,065.68 were written in March 2017.

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.

### **Library Department Head/Administrative Assistant Reports**

There were no reports from other Library staff members seeing as no staff members were present at the meeting due to other commitments on their part.

### **Report of the President**

President Treest: Welcomed the new Trustee Mary Steed to the Board. She also liked the improvements with the renovation. She commented that the middle counter in the User Services public service area needs some additional modifications for people with accessibility issues to have the ability to 'scoot' up and under the front counter while completing an application and or conferring with staff members. Administrator Davis mentioned that he would need to confer with the Kluber Architectural Firm and the Cabinetry manufacturer. He noted that all of the desks were built per specifications and had the prior approval of the Management Team and each staff had attended all of the renovation and design planning meetings.

### **Correspondence**

Secretary Sparks reviewed the correspondence.

**Reports of the Standing Committees:** Did not meet

**Operations Committee** – Did not meet

**Planning Committee of the Whole-** President Treest noted that the Planning COW meeting held on March 30<sup>th</sup> was very productive and the Board members present reviewed a draft budget proposal. Administrator Davis noted and reminded the Board members of the upcoming Thursday April 27 2017 COW Planning Meeting where the final working budget would be approved as well as the proposed Budget and Appropriation Resolution that would be approved at the May 11, 2017 Board Meeting.

**Unfinished Business:** None.

### **New Business**

**Approval – Trustee Travel – American Library and Illinois Library Association National Library Legislative Day May 1<sup>st</sup> to 2<sup>nd</sup> 2017 – Expenditure of up to \$600 allowance – Event registration / travel / food expenses.**

Trustee Treasurer Berley motioned to approve the attendance of Trustee Secretary Sparks at the National Legislative Day and pending expenditures up to \$600. Seconded by Trustee Hicks.

Roll was called: All approved that were present: Trustees; Treest, Hutches, Sparks, Berley, Steed, and Hicks. Motion carried. Absent: Trustee Kline.

**Approval – FY 2018 (June 1, 2017 to May 31, 2018) - Staff Salary Schedule – 1.85% Benchmark Adjustment & Merit Pay Range of Increases up to 3%.**

Secretary Sparks motioned to approve the new Staff Salary Schedule adjustment of 1.85% and Merit Pay increase range of up to 3%. Seconded by Trustee Berley.

Roll was called: All approved that were present: Trustees; Treest, Hutches, Sparks, Berley, Steed, and Hicks. Motion carried. Absent: Trustee Kline.

**Review – LED Parking Lot and Driveway Replacement Project – Separate Bid with Village of North Aurora LED Street Lighting Project.**

Trustee Davis reviewed this cooperative project with the Village of North Aurora regarding an alternate bid that would be posted regarding the outfitting of the library’s parking lot and driveway light fixtures with new LED light fixtures. The Library would pay for their portion of this project for the lighting poles located on library property that would be retrofitted with new LED fixtures. The bids would be opened and announced in early May and the winning lowest most responsible bidder would be reviewed at the May 11, 2017 Library Board Meeting.

**Approval – Letter of Engagement – FY 2017 Audit – Sikich LLC**

Administrator Davis reviewed the letter of engagement for Sikich to undertake the FY 2017 Audit and financial review for the Library.

President Treest motioned to approve the letter of engagement. Treasurer Trustee Berley seconded the letter. All present approved of the motion. Absent: Trustee Kline.

Roll call vote was taken. All present voted in favor of the motion including Trustees: Treest, Steed, Berley, Hicks, Sparks and Hutches. Absent: Trustee Kline.

**Approval – Midco Co. – Two Year Maintenance Service Agreement \$ 7,890 – 2017/18 & 2018/19 – Security Camera and Alarm Systems (hardware/software)**

Administrator Davis reviewed the proposed extension of a current maintenance agreement for the Library’s security camera and security/alarm equipment.

Trustee Secretary motioned to approve the Midco Maintenance Contract for two years up to \$7,890 over the time of the contract period.

Roll call vote was taken. All present voted in favor of the motion including Trustees: Treest, Steed, Berley, Hicks, Sparks and Hutches. Absent: Trustee Kline.

**Approval - [For Auditing Purposes] - West Wing Renovation Project Change Orders #5 through 7 and Payment Application #6 to include in the approval:**

- L.J. Morse Construction Co. – Change Orders – Numbers 5 – Expenditure from the Floor Preparation Contingency Allowance Amount of \$5,000 - \$ 1,775.00.
- L.J. Morse Construction Co. – Change Orders – Numbers 6 & 7 – Expenditures from the General Contingency Amount of \$50,000. #6= \$665.00 (Additional painting & Addition of 2 fire sprinklers) and #7 = \$420.90 (Duct Sealant HVAC Vents)
- L.J. Morse Construction Co. – West Wing Renovation Project – Payment Application No. 6 - \$ 62,538.44 & Resolution 08-2017 – Transfer Money from Illinois Funds Reserve Account in same amount to Library Old Second Bank Checking Account - (*Paid and money transferred March 31, 2017 Invoice Period*)

Trustee Treasurer Berley motioned to approve change orders 5 through 7 and payment of payment application #6 from L.J. Morse Construction Co. Motion seconded by Trustee Vice President Hutches.

Roll call vote was taken. All present voted in favor of the motion including Trustees: Treest, Steed, Berley, Hicks, Sparks and Hutches. Absent: Trustee Kline.

**Trustee Comments.** There were no Trustee comments to record for this meeting.

### **Adjournment of Regular Meeting to Begin Closed Meeting Session:**

Trustee Treasurer Berley made a motion to go into Executive Session. Trustee Vice President Hutches seconded the motion to go into Executive Session and to temporarily adjourn the regular Library Board of Trustee Meeting.

### **Executive Closed Session - Illinois Open Meetings Act -- 5 ILCS 120/2(c) (1) - Employment / Appointment Matters and & 5 ILCS 120/2(c) (11) – Litigation.**

Trustee President Marguerite Treest called the Executive Session to order at: 8:02 p.m.

Trustee Mary Steed left the meeting at this point at the request of President Trustee Treest.

Attending: President Marguerite Treest, Vice President Mary Beth Hutches, Trustee Secretary Corinn Sparks Treasurer Tanya Berley and Trustee Jim Hicks. Also present for the Tax Appeal Case discussion was Library Administrator Kevin Davis.

The Board discussed and reviewed the following two items during the closed session:

- a. Update and Settlement of Tax Objection Cases: Kane County Dockets: #2013 TX 238 - #2015 TX 166 - #2016 TX 131
- b. Library Administrator's Annual Evaluation.

### **Adjournment of Executive Session and Reopening of Regular Meeting**

President Treest lead the discussion regarding a settlement of \$9,000 per the Library Attorney agreement. Treest summarized Library Board of Trustees discussion during the closed session to take action in the regular Open Meeting of the Board with full motion and roll call vote approve the settlement amount per the Library's Attorney.

Trustee Treest then motioned to approve a \$ 9,000 settlement in the property tax appeal cases per the discussion and agreement arrived at during the closed meeting. Seconded by Trustee Berley. All present voted to approve the motion. Absent: Trustee Kline and Sneed.

Trustee Hicks motioned to close the regular board meeting session for the evening. Seconded by Trustee Sparks. Motion carried. All in favor said aye. Absent: Trustee Steed and Kline.

**The Regular Board Meeting adjourned at 9:05 p.m.**