

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
May 12, 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 Justin Kline, Trustee Corinn Sparks and Trustee Jim Hicks.

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

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

Approval of April 14, 2016 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes for the April 14, 2016 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the April 14, 2016 Regular Board Meeting Minutes.

Vice President Hutches motioned to approve the April 14, 2016 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval of April 14, 2016 Closed Board Meeting Minutes

The members of the Board reviewed the Minutes for the April 14, 2016 Closed Board Meeting. President Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the April 14, 2016 Closed Board Meeting Minutes.

Treasurer Berley motioned to approve the April 14, 2016 Closed Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval of April 28, 2016 Committee of the Whole Planning Meeting Minutes

The members of the Board reviewed the Minutes for the April 28, 2016 Committee of the Whole Planning Meeting.

President Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the April 28, 2016 Committee of the Whole Planning Meeting.

Treasurer Berley motioned to approve the April 28, 2016 Committee of the Whole Planning Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried. Vice President Hutches, Trustee Sparks and Trustee Kline abstained from approval.

Public Comments: None

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of April of \$3264.52. Expenses in the amount of \$155,854.73 were disbursed. Current assets totaled \$2,481,636.72. Check numbers 12862-12922 and Electronic Funds Transfers in the amount of \$161,495.99 were written in April 2016.

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 Vice President Hutches. 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. Reminded Board members of the RAILS Library System /MAGIC and SWAN transitional process to one Computer Consortium. Administrator Davis indicated that the cost of merging would be somewhat of a savings to the Library based on current annual fees paid to MAGIC. Administrator Davis indicated that the merger would most likely be completed in 2018-2019. Administrator Davis indicated this was a huge undertaking and many factors are involved in the process.
2. Informed Board members that the merit and annual pay increases for library employees would take place effective June 1st.
3. Informed Board members of meeting this past week with Village of North Aurora Finance Director Bill Hannah in regards to the Library Budget Resolution.
4. Updated Board members on recent meetings with Kluber, Inc. in regards to the West Wing Renovation Project. Administrator Davis indicated that he was informed by Chris Hansen that he was still in the process of revising plans and sketches and hopes to have all designs ready for Board review and approval at the end of this month.

5. Administrator Davis indicated that bid documents for the boiler replacement were posted on the website today. Contractors would have until June 2nd at 2:00 p.m. to respond. There will be a meeting on May 24th at 2:00pm at the Library for contractors. There will be a meeting on June 2nd at 2:00 p.m. for bid opening with Kluber, Inc. Administrator Davis indicated that the boiler project should be completed by the end of June.
6. Administrator Davis informed Board members of recent roof repairs to include the installation of the new rubberized roofing completed by Olsson Roofing.
7. Administrator Davis also reminded Board members of upcoming Library events to include Staff Development Day on Friday, May 20th, the NOARDA River Front Event and Community Parade on June 5th and the Summer Reading Kick- Off Event on June 11th.
8. Administrator Davis informed Board members that due to the renovation project the large Meeting Room would not be available to the public or outside groups for meetings or events for approximately 6-8 months. Patrons are being made aware at this time for upcoming events and library staff members have begun working on finding alternate venues for patrons for events.

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

Secretary Middleton inquired as to how many more meetings were scheduled to take place in regards to West Wing renovation and inquired as to if the timeline to begin work would be affected due to meeting schedules.

There were no additional questions placed before the Library Administrator.

Report of the President

President Treest commented that she inquired as to whether the Library has a “*panic*” button for front line staff in the event of an emergency to quickly dispatch the Police if needed. She indicated that she feels it would be good to have as other libraries have for staff. She asked if it would be feasible to be considered as to an addition to the West Wing Renovation Project.

President Treest also commented on the current size of the monthly Board meeting packets and asked if statistical information could be provided on a Quarterly basis.

Library Department Heads/Administrative Assistant Reports and Updates

Staff member Jessie Affelder, Head of Adult Services, indicated the Adult Services Department was finishing up plans for Summer Reading Events. Ms. Affelder also announced that staff member Laura Foutch was recently promoted to a full time staff member for the Adult Services Department effective June 1st.

Staff member Michelle Kurczak, Head of Young and Young Adult Services, indicated that the newly designed Summer Reading logs would be available at the end of next week. She was

excited to inform Board members that the new logs were created in house by staff as opposed to an outside printing firm. Ms. Kurczak indicated that there were many programs planned for Summer Reading this year.

Staff member Joanne Galloway, Head of Technical Services, indicated that the Technical Services Department continues to process the weeding of materials throughout the library and a total of 50 boxes of materials were recently shipped to Better World Books.

Staff member Judy Jarvis, Administrative Assistant, informed Board members of the upcoming Preliminary Audit in June.

Ms. Jarvis also indicated that she was happy to report that some local libraries were resuming their round table events with Administrative Assistant/Business Management staff members and she was happy to be selected to be part of the group to represent the Library.

Correspondence

Secretary Middleton read correspondence from Congressional Member Bill Foster in regards to National Library Week. Mr. Foster indicated he was proud to represent our Library and to thank the libraries of the community for enriching the community.

Secretary Middleton read correspondence from the Sundaramoorthy Family that frequently visits the Library and wanted to thank the Youth Services Staff for the Storytime events.

Secretary Middleton read correspondence from Administrative Assistant Judy Jarvis thanking the Board members for recognition during Administrative Professional's Day.

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 as well as scheduling a meeting later this month with Board members.

Administrator Davis indicated that revised designs and plans were still in process at this time.

Unfinished Business

Approve-Revised-Circulation Services and Library Card Lending Policy-Includes New School Library Card Lending Category

Administrator Davis asked for the Board members to approve the Revised-Circulation Services and Library Card Lending Policy-Includes New School Library Card Lending Category as presented.

Secretary Middleton motioned to Approve-Revised-Circulation Services and Library Card Lending Policy-Includes New School Library Lending Category as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

New Business

Approval-Boiler Replacement Project-Kluber Architects & Engineers-Contract for Services \$9,500-Construction Documents, Spec Drawings, Bidding Process Oversight and Construction Administration.

Administrator Davis reviewed with Board members the documentation presented for the boiler replacement project and contract for Services with Kluber, Inc. and asked for Board member approval on the project as presented.

Vice President Hutches motioned to approve Boiler Replacement Project-Kluber Architects & Engineers-Contract for Services \$9,500-Construction Documents, Spec Drawings, Bidding Process Oversight and Construction Administration as presented. Seconded by Trustee Hicks. Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Vice President Hutches, Treasurer Berley, Secretary Middleton, Trustee Kline, Trustee Hicks and Trustee Sparks. Nays; None. All in favor. Motion carried.

Approval-Lease Agreement –Off Site Storage Unit-Extra Space Storage Co. \$209.00 per month/\$836 first four Months. (Located at 416 S. Lincolnway, North Aurora)

Administrator Davis asked Board members for approval of new offsite storage units for library storage. This was to take place due to construction/remodeling of former site on John Street. The library had to vacate the John Street location unit per notice of the new management.

Secretary Middleton motioned to approve Lease Agreement-Off Site Storage Unit-Extra Space Storage Co. \$209.00 per month/\$836 first four months (located at 416 S. Lincolnway, North Aurora) Seconded by Trustee Sparks. Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Treasurer Berley, Secretary Middleton, Vice President Hutches, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. All in favor. Motion carried.

Approval-Olsson Roofing Co.-\$9,000 Rubberized Roofing Repair.

Administrator Davis asked the members of the Board to approve the roofing repair as presented by Olsson Roofing.

Vice President Hutches motioned to approve Olsson Roofing Co. \$9000 Rubberized roofing repairs as presented. Seconded by Secretary Middleton. Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Treasurer Berley, Secretary Middleton, Vice President Hutches, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. All in favor. Motion carried.

Approval-Ordinance Resolution# 2016-05 FY2017 Budget & Appropriation

Administrator Davis asked Board members to approve Ordinance Resolution#2016-05 FY2017 Budget and Appropriation as presented.

Secretary Middleton motioned to approve Ordinance Resolution#2016-05FY2017 Budget and Appropriation as presented. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Treasurer Berley, Secretary Middleton, Vice President Hutches, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. All in favor. Motion carried.

Approval-FY2016/2017-Library Budget

Administrator Davis asked Board members for approval FY2016/2017 Library Budget as presented.

Secretary Middleton motioned to approve FY2016/2017 Library Budget as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval-Resolution#2016-06 \$600,000-Transfer Funds from Corporate Fund to Reserve Fund-Boiler Replacement, West Wing Renovation Project, and Roofing Repairs.

Administrator Davis asked Board members for approval Resolution#2016-06 \$600,000-Transfer Funds from Corporate Fund to Reserve Fund-Boiler Replacement, West Wing Renovation, and Roofing Repairs.

Secretary Middleton motioned to approve Resolution#2016-06 \$600,000-Transfer Funds from Corporate Fund to Reserve Fund-Boiler Replacement, West Wing Renovation Project, and Roofing Repairs. Seconded by Vice President Hutches. Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Treasurer Berley, Secretary Middleton, Vice President Hutches, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: none. All in favor. Motion carried.

Approval-Illinois RAILS Library System Non-Resident Library Card Fee Program FY2017 June 2016 to May 2017

Administrator Davis asked Board members for approval Illinois RAILS Library System Non-Resident Library Card Fee Program FY2017 June 2016 to May 2017 as presented.

Secretary Middleton motioned to approve Illinois RAILS Library System Non-Resident Library Card Fee Program FY2017 June 2016 to May 2017 as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

Approval –Close Friday August 26th –All Day-Staff Training with North Aurora Police Department and Open All Day-Friday August 19th

Administrator Davis asked Board members for approval to Close Friday August 26th for an all Day Staff Training with the North Aurora Police Department and amend prior approval date of Friday, August 19th due to Police Department staff availability on this date.

Trustee Berley motioned to approve Close Friday August 26th-All Day Staff Training with North Aurora Police Department and Open All Day-Friday August 19th. Seconded by Secretary Middleton. All in favor. Motion carried.

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

Trustee Comments

President Treest: None

Trustee Secretary Middleton: None

Treasurer Berley: Commented on the upcoming Run Junkees program for Adults and informed Board members that new plant additions would be made to the Library Butterfly Garden this season. Asked for volunteers to help with planting if available.

Vice President Hutches: None

Trustee Kline: None

Trustee Sparks: None

Trustee Hicks: Commented on the Roberts Rules of Governance Rules and informed Board members of the upcoming increase in garbage stickers June 1st for North Aurora residents to \$3.61 per sticker.

Adjournment of Regular Board Meeting

Secretary Middleton motioned to adjourn the Regular Board Meeting. Seconded by Trustee Hicks. All in favor. Motion carried.

The Regular Board Meeting adjourned at 8:10 pm.