

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
June 9, 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, Secretary Bill Middleton, Vice President Mary Beth Hutches, Trustee Justin Kline, Trustee Corinn Sparks and Trustee Jim Hicks. Absent: Trustee Berley absent at the time roll call was taken. Arrived later.

Members of the public in attendance: Dominick Leo and staff members Jessie Affelder and Joanne Galloway

Additions and changes to the Agenda: President Trustee Treest announced a change in agenda to include the approval of the boiler replacement project and approval of West Wing Renovation to be considered first on the agenda.

Building and Facility Projects for Approval:

Approval-Boiler Replacement Project-\$37, 490 Bid Amount-Oakbrook Mechanical Systems, Inc. Elmhurst, IL.

Secretary Middleton motioned to approve Boiler Replacement Project-\$37,490 Bid amount-Oakbrook Mechanical Systems, Inc. as presented. Seconded by Trustee Hicks. Roll Call Vote. Ayes: Six (6) President Trustee Treest, Secretary Middleton, Vice President Hutches, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: none. Absent: (1) Treasurer Berley at time of vote. All in favor. Motion carried.

Trustee Treasurer Tanya Berley arrived to the meeting at 7:10 p.m.

Approval-West Wing Renovation Project-Phases II and III –Preparation of Final Project Drawings/Specs and Bid Negotiation Phase-Kluber Architects & Engineers-\$40,800

Secretary Middleton motioned to Approve West Wing Renovation Project-Phases II and III-Preparation of Final Project Drawings/Specs and Bid Negotiation Phase-Kluber Architects & Engineers-\$40,800. Seconded by Vice President Hutches.

Board discussion: Secretary Middleton proposed to postpone the driveway paving project until a future date and add the renovation of the ASD porch instead to the West Wing Renovation plan.

After much discussion between Board members it was agreed upon to have a separate vote to change the plans to include the ASD porch area in the West Wing Renovation.

Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Treasurer Berley, Secretary Middleton, Vice President Hutches, Trustee Sparks, Trustee Kline and Trustee Hicks.
Nays:none. All in favor. Motion carried.

Secretary Middleton motioned to approve the addition of the ASD porch area to the West Wing Renovation and to have Kluber Architects & Engineers compile drawings and specs for this area as part of the West Wing Renovation Phase II and Phase III as discussed. Seconded by Trustee Hicks. 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.

(Note: After this vote Secretary Middleton excused himself from the remainder of the meeting)

Approval of May 12, 2016 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes for the May 12, 2016 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the May 12, 2016 Regular Board Meeting Minutes.

Treasurer Berley motioned to approve the May 12, 2016 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval of June 1, 2016 Ad Hoc Building Committee of the Whole West Wing Renovation Meeting Minutes

The members of the Board reviewed the Minutes for the June 1, 2016 Ad Hoc Building Committee of the Whole West Wing Renovation Meeting. President Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the June 1, 2016 Ad Hoc Building Committee of the Whole West Wing Renovation Meeting Minutes.

Vice President Hutches motioned to approve the June 1, 2016 Ad Hoc Building Committee of the Whole West Wing Renovation Meeting Minutes. Seconded by Trustee Sparks. All in favor. Motion carried. Treasurer Berley abstained from the vote.

Approval of June 2, 2016 Bid Opening-Boiler Replacement Project Minutes

The members of the Board reviewed the Minutes for the June 2, 2016 Bid Opening-Boiler Replacement Project Minutes.

Note: There was no official documented approval of these minutes, only review as presented due to Trustee President Treest being the only Board member present at this meeting.

Public Comments: Dominick Leo presented his views on the West Wing Renovation Plans for Phase II and Phase III with the following document presented to Board members.

Notes on West Wing Project

1. *Public Computer Area*

I believe we should have 10-12 computers in this area. I don't see any benefit to having to check out a lap top to check my email. This will take more staff time, and possibly more repair cost if the computers are damaged.

Looking at the drawing for this area, it appears that the computer stations are built in desks. I would suggest using the tables from the present quiet internet room. This would provide more flexibility and reduce some cost, and speed up the project. We would have to remove the plug boxes in the tables and install plug strips under the tables. The computers would cover the holes in the tables.

2. *Office work Area*

I believe there should be windows in the north and west walls so that the staff working in the office can see if the staff at the desks need help. If the desks were placed by the walls with a center aisle the managers could have offices.

Dominick Leo

June 9, 2016

The Board members thanked Mr. Leo for his time and input for this project.

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of May of \$118,768.15. Expenses in the amount of \$148,500.60 were disbursed. Current assets totaled \$2,451,352.10. Check numbers 12923-12991 and Electronic Funds Transfers in the amount of \$150,380.37 were written in May 2016.

There were no additional questions or comments at this time.

Trustee Hicks 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 the following items with Board members:

1. Administrator Davis informed Board members of the Circulation Services Department monthly report for May that was presented at the meeting including an Addendum in regards to FY2016 Circulation Totals
2. Administrator Davis informed Board members that he is currently working on the Annual Illinois Public Library Annual Report (IPLAR) report. This must be on file with the State

Library and Secretary of State's Office prior to completion and submitting the Per Capita Grant application.

3. Administrator Davis reminded Board members of the upcoming Summer Reading Kick-off Party on Saturday, June 11th for the community and library patrons.
4. Informed Board members that the Community Parade and North Aurora River District Alliance (NOARDA) Riverfront events were enjoyed by staff and patrons on Sunday June 5th. The library Facebook account had received over a thousand "hits" on the parade pictures per the Library Virtual Service Librarian Nancy Wollwert.
5. Informed Board members of upcoming registration for the annual ILA Conference for Library Trustee Day to be held in Rosemont in October.
6. Informed Board members of RAILS meeting attended on June 9th at Aurora's Santori Public Library and recent changes due to legislation and state budget. Administrator Davis reported the recent staff cuts made by Aurora's Santori Library due to budget cuts and the impact for the community. Administrator Davis was relieved the Messenger Library was not in that position.

There were no additional questions placed before the Library Administrator.

Report of the President

President Treest commented that she had nothing to report at this time.

Library Department Heads/Administrative Assistant Reports and Updates

Staff member Jessie Affelder, Head of Adult Services, indicated the Adult Services Department was happy to report the highlight of the month of May was the American Association of Retired People (AARP) Safe Driver Program being offered to patrons. All classes are presently full and more classes will be scheduled in the fall. The program was good promotion for the Library.

Staff member Joanne Galloway, Head of Technical Services, indicated that the Technical Services Department staff began the new fiscal year ordering process. She thanked Board members for approving the West Wing Renovation project and is excited for the Library and staff and patrons.

Staff member Judy Jarvis, Administrative Assistant, informed Board members that the Preliminary Audit had been conducted earlier that week. She indicated the Library seems to be well prepared heading into the upcoming final audit phase.

Correspondence

In the absence of Secretary Middleton the Library Administrator read correspondence from Senator Richard J. Durbin in regards to federal support for school libraries.

Senator Durbin indicated he continues to support school and public libraries in communities and values the resources they provide.

Note: The Library Administrator had asked that the Beacon News article from May 24, 2016 in regards to the Village of North Aurora Board of Trustee Consultant Study on Community Center Needs be placed in Board Correspondence. The article was part of the Board packet. This article was not highlighted to the Board at this time.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole

Unfinished Business

New Business

Review- FY2017 Budget

Administrator Davis reviewed with Board members the documentation presented for the FY2017 Budget as proposed in earlier Committee of the Whole Budget Planning Meetings.

Administrator Davis informed Board members that a copy of the FY2017 budget was also provided as a basis for Quickbooks financial reporting.

Review-FY2017 Goals

Administrator Davis presented the Board members with documentation outlining the FY2017 Goals. The goals were categorized in regards to on-going projects and anticipated projects to be implemented for the Fiscal year and beyond.

The list included the following topics/categories:

- West Wing Renovation Project
- Facility Maintenance Plan
- Marketing: Collections/Services
- Trustee
- Policy
- Staffing
- Collection Management
- Administrative
- Technology

Approval-Sikich LLC Letter of Contract-\$8,220 FY2016 Library Audit & Comptroller State of Illinois Posting and Filing

Administrator Davis asked the members of the Board to approve the Sikich LLC Letter of Contract-\$8,220 for the FY2016 Library Audit & Comptroller State of Illinois Posting and Filing.

Vice President Hutches motioned to approve Sikich LLC Letter of Contract-\$8220 FY 2016 Library Audit & Comptroller State of Illinois Posting and Filing as presented. Seconded by Trustee Berley. All in favor. Motion carried.

Approval-New Revised-Library Employee Salary Schedule-3.95% Adjustment-Effective June 30, 2016 Pay Period

Administrator Davis presented Board members with a document outlining changes to salary grade levels for all library positions and asked Board members to approve a 3.95% adjustment as outlined and as suggested and recommended by the Management Association representative Kathryn O'Conner.

Administrator Davis informed Board members that all current employees and job salary ranges were examined to make certain that all employees fell within the guidelines of this salary implementation. Administrator Davis indicated that only a few employees would receive pay increases due to current midpoint level and anniversary level with at the five and ten-year anniversary of service as employed in their current salary schedule position. He noted that the five and ten year are not based on first day of employment but rather the fifth and ten year anniversary date for the position the employee is working and assigned.

Vice President Hutches motioned to approve the new revised-library employee salary schedule with a 3.95% Adjustment-effective June 30, 2016 pay period as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Review-Fair Labor Standards Act Library Full Time Exempt Employee Salary Revision Implementation Plan-Deadline Prior to December 1, 2016

Administrator Davis asked Board members to review a document presented in regards to the Fair Labor Standards Act (FLSA) salary revision implementation plan as it related to overtime pay for exempt workers. In this document the Library Administrator indicated to Board members that only one (1) currently exempt employee's salary would need to be adjusted to meet these requirements.

Administrator Davis also included a confirmation by the Management Association HR Consultant Kathryn O'Connor that with the current salary range schedule there was not a need to re-benchmark any jobs due to the new FLSA rule impact.

Discussion/Response-Village of North Aurora Board of Trustees Consultant Report New Village Activity Center Recommendations.

Administrator Davis reviewed with Board members the findings of the Village consultant in regards to the needs of the community for an Activity Center.

Administrator Davis indicated it was his suggestion that that library not take part in any form of expansion or creation of space for the community for such purposes at this time. It was his opinion that the Library is currently involved in other long range plans and upcoming renovation projects and does not see how an entire addition could be undertaken financially nor would it be wise to implement at the present time.

It is the Administrator's opinion that other factors involved including but not limited to the need for additional library staff, budget cost increases, the need for land for additional customer parking etc. that would also need to be considered in such an undertaking for the community as well. He added that in the current renovation plan there was consideration taken to add up to two additional meeting room spaces for the community and to enhance collaborative space within the current library facility footprint.

Some Board members also commented that alternate plans could be made in the future based on community need and Village financial responsibility as well.

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

Trustee Comments

President Treest: None

Trustee Secretary Middleton: None

Treasurer Berley: Commented she was glad that renovation plans were moving forward. Also suggested/requested posted guide to reference listing for non- print and library media materials.

Vice President Hatches: Reminded Board members of changes to her email address for Board business.

Trustee Kline: None

Trustee Sparks: Provided pictures of her children using the Library's new Mega Blocks

Trustee Hicks: Commented on a recent visit to the Free Public Library in Middle Springs Wisconsin. He was impressed with the workmanship on how the library incorporated the old building structure with new bricks and mortar for a 2nd story addition.

Adjournment of Regular Board Meeting

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

The Regular Board Meeting adjourned at 8:43 pm