

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
July 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, Vice President Mary Beth Hutches, Trustee Corinn Sparks and Trustee Jim Hicks. Absent: Secretary Middleton & Trustee Kline. Trustee Kline arrived after roll call was taken.

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 June 9, 2016, 2016 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes for June 9, 2016 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the June 9, 2016 Regular Board Meeting Minutes.

Treasurer Berley motioned to approve the June 9, 2016 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

Public Comments: None

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of June of \$698,433.33. Expenses in the amount of \$130,507.08 were disbursed. Current assets totaled \$3,018,881.08. Check numbers 12992-13038 and Electronic Funds Transfers in the amount of \$132,435.21 were written in June 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 with the Library Board his report for the month of June

Administrator Davis reviewed the following items with Board members:

1. Informed Board members that 50% of property tax money has been received to date.
2. Reminded Board members that election petitions for candidates running for Board can be filed on September 20th.
3. Reminded Board members of upcoming events to include the Annual Library Book Sale August 5th thru August 7th. Also reminded Board members of the upcoming Annual Trustee, Volunteer and Staff Luncheon at the Lincoln Inn on September 11th.
4. Reminded Board members that registration for ILA is currently underway.
5. Informed Board members that a check in the amount of \$ 12,919.45 for the Per Capita Grant was received from the Illinois Library Secretary of State earlier this month. More discussion to follow in the agenda in regards to this item.
6. Informed Board members that Village of North Aurora Administrator Steve Bosco had indicated that there were currently no requests to pursue recommendations on additional action in regards to community center recommendation.
7. Administrator Davis mentioned the transitional process of Magic and Swan to one computer consortium. Administrator Davis indicated he was looking into reviewing technology changes that involved more cloud based applications for the Library.
8. Administrator Davis mentioned the Annual Community Parade and Norda Event that took place in early June. These were well attended and the Library was well represented by staff.

There were no additional questions placed before the Library Administrator.

Library Department Head/Administrative Assistant Reports

Adult Services Department Head, Jessie Affelder, reported that 300 adults had signed up for Summer Reading and to date 150 patrons had completed 1st phase of the program.

Ms. Affelder also reported that the AARP Driver Safety class was once again filled to participant capacity. The program was great promotion for the library as many people were coming to the Library for the first time. It was nice to see new people in the community come to view and use the Library.

Youth & Teen Services Department Head, Michelle Kurczak, reported that the library was now a Pokémon Go Spot. Displays were recently set up inviting patrons to use the library for this social media.

Ms. Kurczak also reported that 475 babies to teens are participating in Summer Reading. 1200 levels have currently been completed.

Ms. Kurczak also reported that department staff is currently working with Circulation Services Department staff in implementing school accounts for the upcoming school year as part of the recent Board approved intergovernmental agreement.

Treasurer Berley inquired on the statistics relating to missing items and inventory. Department staff attending the meeting indicated that a more accurate inventory count would be included as this process was the first inventory to take place since the opening of the facility.

Administrative Assistant Judy Jarvis informed Board members that the Staff Event Committee was in the final stages of planning a holiday event for all staff in December.

Report of the President

President Treest informed Board members that she attended the North Aurora Police Department sponsored Community Picnic and Open House on Sunday, July 10th. President Treest indicated it was a nice afternoon with an outstanding turnout.

Correspondence

In the absence of Secretary Middleton, Administrator Davis read correspondence from staff member Shelly Hamlin-Rodrick thanking the Board and staff members for their expression of sympathy during the time of her mother-in-law's illness and death.

Administrator Davis read correspondence from former staff member Lorraine Sartain in expressing her thanks and farewell to coworkers at her retirement from the Library.

Administrator Davis read correspondence from the North Aurora Mother's Club (NAMC) informing the Library that they were awarding a grant in the amount of \$3500. The NAMC thanked the Library for their support of the community in regards to education and the arts.

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 of upcoming events associated with the West Wing renovation to include the August 8th Pre-Bid meeting with Kluber and potential contractors for the project and the August 18th

meeting for the Bid Opening. Administrator Davis also indicated that the West Wing Renovation plans included a Phase I and Phase II of completion.

Unfinished Business: None

New Business

Review-Progress-May 2015-Kluber Facilities 10 Year Maintenance Operations Plan

Administrator Davis reviewed with Board members the 10 Year Maintenance Operations Plan from May 2015. Administrator Davis informed Board members that several projects have been completed.

Administrator Davis indicated that the boiler replacement project would most likely take place within the next week to two depending upon materials delivery and parts availability on order.

Administrator Davis also indicated that the driveway sealcoating and parking stripping would take place this upcoming weekend after library hours.

Approval- Illinois Public Library Annual Report (IPLAR)-File by July 31st/Illinois State Library Secretary of State/State Librarian Office

Administrator Davis asked for the members of the Board to approve the annual IPLAR report as presented. Administrator Davis indicated that the report can now be filed electronically and that compiling the report each year can take up a great deal of time.

Vice President Hutches motioned to approve the Illinois Public Library Annual Report (IPLAR) as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

Approval-New-Annual-Prevailing Wage Resolution-Per State Law

Administrator Davis asked for the Board members to approve Resolution for Prevailing Wage Ordinance as mandated by State Law. Administrator Davis indicated that the Library did not have a past policy in place in regards to this matter but legal counsel suggested adapting for the Library records.

Administrator Davis also mentioned to the Board members that this policy would have to be renewed each year going forward to include any updates or changes per State law policy.

Treasurer Berley motioned to approve new-Annual Prevailing Wage Resolution per State Law. Seconded by Trustee Kline. Roll Call Vote. Ayes: Six (6) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Kline, Trustee Hicks and Trustee Sparks. Nays: None.

Absent: One (1) Secretary Middleton. All in favor. Motion carried.

Approval-Revised Laptop Lending Policy

Administrator Davis asked Board members to approve a revised laptop lending policy for Library patrons as presented.

Administrator Davis indicated this policy revision included lending of laptops inside the library only. The Library does not currently have a policy to check out laptops outside the library property at this time.

Vice President Hutches motioned to approve the revised laptop lending policy as presented. Seconded by Trustee Kline. All in favor. Motion carried.

Approval-New-Security Camera Policy/Procedure/Protocol

Administrator Davis asked Board members to approve a new Library Security Camera Policy/Procedure/Protocol that specifies the usage of the library security camera to help document events that may occur in the Library for the assistance of local police and to discourage inappropriate activity inside and outside the Library facility on the whole.

The policy guidelines are specific to access, signage, location, retention, liability, damages, appeal, etc.

Trustee Kline motioned to approve new security camera policy/procedure/protocol as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval-New-Disposal of Surplus Library Property-Per State Law/Admin. Code

Administrator Davis asked Board members for approval of a new policy on the disposal of surplus Library property per state law/admin code as presented.

Administrator Davis indicated that this policy was being updated as well due to renovation plans and current library property that may or may not be offered up the staff, public or other facilities to purchase. These guidelines will be established for any type of property going forward.

Vice President Hutches motioned to approve new policy on disposal of surplus library property-per state law/admin code as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval-Interiors for Business (IFB) Batavia, IL-West Wing Renovation Project-Up to \$7000 for Furniture Design Layout Contract

Administrator Davis asked Board members for approval-Interiors for Business (IFB) Batavia, IL West Wing Renovation Project-up to \$7000 for Furniture Design Layout Contract as presented.

Administrator Davis indicated that most likely a majority of the new furniture for the West Wing Renovation would be purchased by Interiors for Business (IFB) and that the proposed contract price would be waived upon order of merchandise per agreement.

Treasurer Berley motioned to approve Interiors for Business (IFB) Batavia, IL –West Wing Renovation Project-up to \$7000 for Furniture Design Layout Contract as presented. Seconded by Trustee Hicks. Roll Call Vote. Ayes: Six (6) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Kline, Trustee Hicks and Trustee Sparks. Nays: None. Absent: One (1) Secretary Middleton. All in favor. Motion carried.

Approve-FY2017 Budget Amendment-Income-\$12,919.45 Illinois State Library Secretary of State FY2016 Per Capita Grant Award

Administrator Davis asked the Board members for approval FY2017 Budget amendment to Income in the amount of \$12,919.45 for the receipt of the per Capita Grant from the Illinois State Library Secretary of State for FY 2016 per Capita Grant Award.

Administrator Davis indicated the fund codes that would be amended with the receipt of this money and the areas in which the funds would be allocated as presented.

Vice President Hutches motioned to approve FY2017 Budget Amendment-Income_\$12,919.45 Illinois State Library Secretary of State FY2016 Per Capita Grant as presented. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Six (6) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. Absent: One (1) Secretary Middleton. All in favor. Motion carried.

Review-Canon Digital Copier/Scanner Lease Contract \$815 per month/60 months

Administrator Davis presented Board members with Canon contract agreements outlining the proposed 60 month lease contract for two copiers for the Library. These two copiers include the Staff copier and the Patron copier.

Administrator Davis indicated after review and meeting with Canon personnel that the 60 month lease would be the best for the Library at this time. Administrator Davis did also indicate that the annual revenue from the charge to patrons for the copier/scanner offsets part of the cost of the lease agreement.

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

Trustee Comments

President Treest: None

Trustee Secretary Middleton: None (Absent)

Treasurer Berley: Commented to Board members not to give up on the potential of the Butterfly Garden. She is hoping for more Garden Club members to care for the upkeep. Library Maintenance staff is also watering as needed weekly to maintain the current growth.

Vice President Hutches: None

Trustee Kline: Commented that the camera policy was a good idea and the Teen Volunteer program was good as well.

Trustee Sparks: Commented that the Youth Services Department is very busy in the summer per her observations.

Trustee Hicks: Commented that the Library has been in a very donating mode again with the recent donation of 5 boxes of books to the Kane County Jail and 2 boxes to Greencastle Retirement Facility.

Adjournment of Regular Meeting

Trustee Kline motioned to adjourn the July 14, 2016 Regular Board meeting.
Seconded by Trustee Hicks. All in favor. Motion carried.

The Regular Board Meeting adjourned at 8:15p.m.