

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES**

August 11, 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 William Middleton, Treasurer Tanya Berley, Vice President Mary Beth Hutches, Trustee Corinn Sparks and Trustee Jim Hicks
Absent: Trustee Justin Kline.

Also attending the meeting were Adult Services Department Head Jessie Affelder, Youth Services Department Head Michelle Kurczak, and Library Administrator Kevin Davis.

Members of the public in attendance: none.

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

Approval of July 14, 2016 Regular Board Meeting Minutes

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

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

Treasurer Berley motioned to approve the July 14, 2016 Regular Board Meeting Minutes. Seconded by Trustee Sparks. Six Trustees voted in favor to approve the minutes with Trustee Secretary Bill Middleton abstaining from voting. Trustee Secretary was unable to attend the July 14, 2016 Board Meeting. Motion carried.

Public Comments: None

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of July of \$49,013.67. Expenses in the amount of \$166,192.94 were disbursed. Current assets totaled \$2,902,428.59. Check numbers 13039-13090 and Electronic Funds Transfers in the amount of \$167,520.37 were written in July 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 Trustee Secretary Middleton. All in favor. Motion carried.

Library Administrator's Report

Administrator Davis reviewed with the Library Board his report for the month of July 2016. Davis reported that the new replacement boiler had been delivered but work had not yet started connecting and installing the new boiler. He noted that a pre-bid meeting had taken place Monday August 8th between Kluber Architects and prospective contractors regarding the bidding process and specs for the west wing renovation project. The bid opening would occur at 2:00 p.m. on Thursday August 18th. A meeting is scheduled to take place on Wednesday August 17th between staff and Interiors for Business regarding the furniture order for the West Wing Renovation project. The Board at the September 8th Board Meeting would be voting on the furniture and the construction bid project. He also informed the Board that marketing and PR efforts are underway to inform the public on the renovation project primarily via the Library website, social media sites, North Aurora Neighbors Magazine, and the Library's quarterly newsletter. Davis has also stayed in close touch with the Village Administration on the progress of the renovation project. He noted that the project will provide two additional spaces for the community to be able to rent and use as meeting space. The new meeting space would address some concerns that there were not enough meeting spaces within the Village for groups and organizations to reserve to hold meetings.

Davis thanked all of the volunteers that assisted at the week of August 1st through Sunday August 7th with the North Aurora Days Library Book Sale event. The total amount of money collected totaled \$3507.75 during the three days of the sale. Davis noted that this was \$ 888.15 more than was made during the August 2015 sale. The North Aurora Lions Club and the Lions Club Foundation of Illinois provided 33 people with hearing checks over a four hour period during North Aurora Days on Friday August 5th. The hearing check mobile unit was located at the Library for this event.

Library Department Head/Administrative Assistant Reports

Adult Services Department Head Jessie Affelder noted that 326 adult aged patrons completed the Adult Summer Reading Program. She noted that 453 library patrons participated in a drawing for a \$10 Target gift card during the June to August summer reading program time frame. The Adult Services and Circulation Services staff have been preparing for library materials moves in anticipation of the renovation project.

Youth and Teen Services Department Head Michelle Kurczak reported a 51% completion rate of children and teens taking part in the summer reading program. Overall she reported that 2016 was the second highest year of participation since 2012 as this saw an overall 24% increase of participation in the program. Library staffs were preparing to participate in local school curriculum nights to provide information on library services and to encourage students and parents to register for library cards. Michelle also reported that her staff was working to plan and to prepare the Young Adult / Teen materials collection for the upcoming renovation project.

Report of the President

President Treest informed Board members to take note that a plaque had been installed in the Youth Department noting the 2015 renovation project. She felt that the plaque should be relocated somewhere within the Department in a more visible location. Staff had it installed just to the left of the entry way as patrons and staff exit the Department space.

Treest also encouraged Board members to attend any upcoming Ad Hoc West Wing Renovation Committee Meetings that will be held regarding the renovation of the library.

Treest also thanked the staff and the volunteers who helped to make the book sale during North Aurora Days a success.

Correspondence

Trustee Secretary Middleton noted that the Board received an email from a library patron whose name was asked to be withheld due to the fact that she was speaking about her own medical conditions. The patron writes how appreciative she has been for the library services while researching and then coping with her illness. The staff she writes has been most helpful. She also notes that the Library has a very good selection of books available for her to read.

Middleton also showed the Board a thank-you note handed to him by Michelle Kurczak the Head of Youth/Teen Services of the Library from the students of the Share and Care Preschool of North Aurora. The students made several field trips to the Library throughout the summer to participate in the summer reading program.

Reports of the Standing Committees:

Ad-Hoc West Wing Renovation Building Committee – Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole – Did not meet.

Unfinished Business: None

New Business

Approval- Closed Meeting Minutes Review- Board Secretary – 2nd 2016 Bi-annual Review – Per the Illinois Open Meetings Act

Trustee Vice-President Mary Beth Hutches motioned the decisions of the Trustee Secretary pertaining to the second annual review of Closed Meeting Minutes retention and disposition to retain as closed the Closed Meeting Minutes for the *April 14, 2106 meeting per the Illinois Open Meetings Act - 5 ILCS 120/2(c)(11) –Litigation) and 5 ILCS 120/2(c)(1) – Employment/Appointment Matters*. Seconded by Trustee Hicks. All in favor. Motion carried.

Discussion - 80th Anniversary of the Library's Founding - 1937 – 2017 – Discussion of Events and Program Planning.

Administrator Davis noted that in May of 2017 the Library would be celebrating its 80th anniversary of becoming a library. He noted that this should be an event worth celebrating. He solicited ideas from the Board members present. Ideas presented include: Open House to celebrate this event and also tie in with a ribbon cutting event when the current renovation project is completed. Another idea would be to host a dinner/dance fund raising event in the library similar to what the Sycamore Public Library hosted for their founding celebration. Davis is also working with staff and patrons to solicit ideas that could be carried out throughout each month in 2017. One idea included a display on use Library history artifacts that is retained in the Library Administrative archives that include signs and items and newspaper clippings recording the Library's history. Some of the Trustees suggested waiting until the fall to schedule a major program regarding marking the anniversary. Trustee Berley suggested a Library History Timeline of sorts that would outline local, library and national events within those eighty years. Davis would work with Board and Staff on programs and ideas.

Trustee Comments

President Treest: Had no other comments other than those made during her Presidents Report during the Board meeting.

Trustee Secretary Middleton: Mentioned that he stopped by the book sale and appreciated the work of the staff and the volunteers on the sale.

Treasurer Berley: Mentioned a recent documentary accessible on PBS Prime regarding libraries and the printed word titled "*Out of Print*". She felt that perhaps books may last longer than digital media per what she heard on the broadcast. She was also "blown away" on the statistics with regard to the summer reading program and its success.

Vice President Hutches: No comments

Trustee Sparks: No comments

Trustee Hicks: Hicks thought that the book sale was fun. He also noted that the Library's book discussion group read a book that was recently profiled on a PBS American Experience Program in July titled "*The Boys in the Boat 1936*" regarding the 1936 American Rowboat Teams competition held in Germany prior to World War II. He thought the documentary was excellent tie in for the Book Group.

Adjournment of Regular Meeting

Trustee Treasurer Berley motioned to adjourn the August 11, 2016 Regular Board meeting. Seconded by Trustee Secretary Middleton . All in favor. Motion carried.

The Regular Board Meeting adjourned at 8:12 p.m.

