

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
January 12, 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 7:00 p.m.

**Roll Call:** Attending: President Marguerite Treest, Vice President Mary Beth Hutches, Trustee Corinn Sparks, and Trustee Justin Kline Absent: Secretary Bill Middleton. Arriving after roll call was taken: Treasurer Tanya Berley and Trustee Jim Hicks.

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

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

**Approval of the December 8, 2016 Regular Board Meeting Minutes**

The members of the Board reviewed the Minutes from the December 8, 2016 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the December 8, 2016 Regular Board Meeting Minutes.

Treasurer Berley motioned to approve the December 8, 2016 Regular Board Meeting Minutes. Seconded by Trustee Sparks. All in favor. Motion carried.

**Public Comments:** There were no public comments.

**Treasurer's Report**

Treasurer Berley reported that there was a total net income in the month of December of \$1480.02. Expenses in the amount of \$348,742.13 were disbursed. Current assets totaled \$2,632,383.74. Check numbers 13319-13370 and Electronic Funds Transfers in the amount of \$350,516.43 were written in December 2016.

Treasurer Berley indicated that a majority of the monthly expenses were due to renovation work.

There were no additional questions or comments at this time.

Vice President Hutches motioned to approve the Treasurer's report and file for audit as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

## **Library Administrator's Report**

Administrator Davis reviewed with the Library Board his report for the month of December

Administrator Davis reviewed the following items with Board members:

1. Reminded Board members of upcoming Legislative Dates and Events.
2. Updated Board members on the renovation project and invited Board members to view the progress at the conclusion of the Board meeting.
3. Informed Board members that Microsoft 365 was now up and running and migration completed.
4. Reminded Board members that annual economic statements to be completed were forthcoming for all Board members and management staff members.
5. Informed Board members that 2017 1094 and 1095 forms for ACA reporting were contacted with Library payroll processing company for a fee of \$ 1750.00 on an annual basis.

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

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

Administrative Assistant Judy Jarvis reported that it has been a busy year so far and indicated a new lap top was in consideration of being ordered for her as this was the fourth consecutive Board meeting that she was encountering problems with her laptop and unable to take meeting minutes with her computer.

Head of Adult Services Jessie Affelder indicated that popular magazines for adults were now being made available in the Children's department for patrons to enjoy. Also indicated a patron provided donuts for staff members during the renovation process. She noted it was a nice gesture for staff during that time.

Head of Technical Services Joanne Galloway said that her department was enjoying construction and looking forward to the outcome. Ms. Galloway also indicated the department was down one staff member and a new department catalogue was needed.

Head of Youth Services Michelle Kurczak indicated that popular performer Jim Gill had just been booked for upcoming Summer Reading Program, and she also indicated that she observed that the reference desk interactions did not appear in statistical reports.

Treasurer Berley inquired of Ms. Kurczak if there was a process of cleaning of materials for Youth Services. Ms. Kurczak indicated that the teen volunteers currently clean all materials on a regular basis.

## **Report of the President**

President Treest: Indicated that she attended several meetings over the past month and indicated that going forward the monthly Board meetings would be more structured and there would be a greater amount of respect among those in attendance when another member is speaking.

## **Correspondence**

In the absence of Secretary Middleton, Vice President Hutches read correspondence from North Aurora Mother's Club member Holly O'Brien thanking the Library and staff for once again sponsoring the NAMC Operation Christmas program.

Vice President Hutches also read correspondence from former staff member Angela McCurdy thanking the library and staff for the lovely send off and was looking forward to coming back to visit and see the changes due to renovation.

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

**Operations Committee** – Did not meet

**Planning Committee of the Whole**-Did not meet

**Unfinished Business:** None

## **New Business**

Approval-(for Auditing Purposes)-West Wing Renovation Project-L.J. Morse Construction Co.- Project Payments#2 and #3 totaling -\$165,471.27\* and Approval (for Auditing Purposes)- Resolutions#1 and #2 2017 for transfer of funds totaling \$165,471.27 from Illinois Funds Reserve Account to Old Second Checking Account:

1. Approval-Payment#2 \$131,754.12\* (paid 12/15/16)
2. Approval-Payment#3 \$33,717.15\* (paid 12/31/16)
3. Approval-Resolution#1-2017 –Authorization of the transfer of funds-From reserve account to checking account for payment #2 (\$131,754.12)Morse Construction Co West Wing Renovation Project Expenses and payments.

4. Approval-Resolution#2-2017 Authorization of the transfer of funds from reserve account to checking account for payment#3 (\$33,717.15) Morse Construction Co West Wing Renovation Project Expenses and payments.

Motion to approve payment#2 \$131,754.12 by Vice President Hutches. Seconded by Trustee Hicks. Roll Call Vote: Ayes: Six (6) President Trustee Treest, Vice President Hutches, Treasurer Berley, Trustee Kline, Trustee Hicks and Trustee Sparks. Nays: None. Absent: One (1) Secretary Middleton. All in favor. Motion carried.

Motion to approve payment#3 \$ 33,717.15 by Vice President Hutches. Seconded by Trustee Sparks. Roll Call Vote: Ayes: Six (6) President Trustee Treest, Vice President Hutches, Treasurer Berley, Trustee Kline, Trustee Hicks and Trustee Sparks. Nays: none. Absent: One (1) Secretary Middleton. All in favor. Motion carried.

Motion to approve Resolution#1 by Treasurer Berley. Seconded by Trustee Sparks. Roll Call Vote: Ayes: Six (6) President Trustee Treest, Vice President Hutches, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. Absent: One (1) Secretary Middleton. All in favor. Motion carried.

Motion to approve Resolution #2 by Vice President Hutches. Seconded by Trustee Sparks.  
Roll Call Vote: Ayes: Six (6) President Trustee Treest, Vice President Hutches, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. Absent: One (1) Secretary Middleton.

Approval-(For Auditing Purposes Only) – Boiler Replacement Project-Oakbrook Mechanical Systems. Final payment \$3749.00 (paid 12/31/16) and also Approval Resolution#3-2017 Resolution to move funds from Reserve account to checking account for Final Payment-\$3749.00 to Oakbrook Mechanical Systems (money transferred 12/30/16)

Motion to approve Resolution#3-2017 by Treasurer Berley. Seconded by Trustee Sparks. Roll Call Vote: Ayes: Six (6) President, Trustee Treest, Vice President Hutches, Treasurer Berley, Trustee Kline, Trustee Sparks and Trustee Hicks. Nays: None. Absent: One (1) Trustee Middleton. All in favor. Motion carried.

**Review: Closed Meeting Minutes June 2016 to December 2016 and Tapes Sessions Retention and Destruction. Per Illinois State Statutes Open Meeting Act 5 ILCS 120/2.06(d)**

Administrator Davis indicated to Board members that he met with Secretary Middleton on December 19, 2016 to review and they were in agreement that there were no recorded minutes of Closed Session to review or retain or destroy at that time.

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

## **Trustee Comments**

President Treest: Indicated she recently met with Administrator Davis for a state of the library meeting. The renovation process has been an interesting process so far and it was enlightening to walk around the library and view the changes in progress.

Trustee Secretary Middleton: Absent

Treasurer Berley: Commented that she was amazed of the good job of keeping things in place during the renovation. She indicated that there was a great deal of noise to contend with and impressed with all that is happening. She also suggested to Administrator and board members to pay greater attention to library closing dates for holidays for the next year in conjunction with closing the library.

Vice President Hutches: No comment

Trustee Kline: Commented he was glad to be at the meeting.

Trustee Sparks: No comment.

Trustee Hicks: Commented that as a retired former contractor the contractors were doing an outstanding job with the renovation work to date.

## **Adjournment of Regular Meeting**

Vice President Hutches motioned to adjourn the January 12, 2017 Regular Board meeting. Seconded by Trustee Hicks. All in favor. Motion carried.

The Regular Board Meeting adjourned at 7:32 p.m.