

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
October 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, Trustee Jim Hicks, Trustee Dominick Leo and Trustee Mary Steed. Absent: Trustee Tanya Berley (attending via phone conference)

Members of the public in attendance: Chris Hansen of Kluber, Inc.

Staff members attending: Joanne Galloway, Jessie Affelder and Michelle Kurczak

Additions and changes to the Agenda: Administrator Davis indicated that the following would be added to the Agenda:

Official swearing in of Dominick Leo as appointed Board member replacing Trustee Justin Kline due to moving out of the North Aurora area.

Trustee Sparks read the Oath of Office to Dominick Leo officially swearing him in as a newly appointed Board member.

Trustee vote to approve Treasurer Berley to join meeting via phone conference due to medical issues.

Vice President Hutches motioned to approve Treasurer Berley joining the meeting via phone conference. Seconded by Trustee Sparks. All in favor. Motion carried.

Presentations: Facility Maintenance Projects Update: Project Overview: Chris Hansen of Kluber Architects and Engineers.

Mr. Chris Hansen of Kluber Architects and Engineers reviewed with Board members documentation outlining an updated deferred maintenance summary in regards to the recent survey completed in September.

Mr. Hansen reviewed the scope of the projects in order of priority based on this opinion and recommendations.

Mr. Hansen indicated that all monetary figures provided were adjusted back to 2017 dollars per budget analysis. He also indicated that the figures provided were calculated for the inflation rate adjustment for corresponding years as well.

Mr. Hansen reviewed scope of projects suggested for upcoming years to include replacement of roof top HVAC units, parking lot replacement, roofing replacement and replacement of water heaters as well as lighting replacement.

Treasurer Berley inquired as to whether or not the Library would be eligible for a recycle value from the rooftop HVAC units. Mr. Hansen indicated that no recycle value would be available.

President Trustee Treest inquired as to why the Library needs such indicated size water heaters. Mr. Hansen indicated that based on current code regulations it was his opinion that the size could be reduced and more energy efficient models could be used.

Trustee Leo inquired of the replacement of lighting and lighting upgrades. Mr. Hansen suggested that lighting upgrades include smart power panels be installed to control the timing of the lighting.

Mr. Hansen indicated to the Board members based on the deferred maintenance summary documents provided the Library plans are moving in the right direction. Mr. Hansen praised the Board and Administrator for having funds available and planning for future needs of the library for such projects.

Mr. Hansen also suggested that the Board maintain a plan going forward once all improvements have been completed to hold and estimated \$125,000 per year for the life of the building in reserve for such improvements as needed as part of a deferred maintenance plan.

Mr. Hansen also reviewed the HVAC replacement contract proposal and suggested that the timeline be as follows: Bid for HVAC replacement in January 2018, Approved at the February 2018 Board meeting, work to begin in spring 2018 for replacement of all four units at the same time.

Mr. Hansen estimated a week operational time for the new units to be installed and in place.

There were no additional questions placed before Mr. Hansen by Board members at this time.

Board members thanked Mr. Hansen for his time and presentation.

Approval of the September 14, 2017 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes from the September 14, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the September 14, 2017 Regular Board Meeting Minutes.

Trustee Steed motioned to approve the September 14, 2017 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried. Trustee Leo abstained from approval of the minutes.

Approval of Closed Meeting Minutes of the September 14, 2017 Executive Session Board Meeting.

President Treest asked for deletions or corrections. There were no requests for deletions or corrections to the Closed Meeting Minutes of the September 14, 2017 Executive Session Board Meeting.

Vice President Hutches motioned to approve the September 14, 2017 Closed Meeting Minutes as presented. Seconded by Trustee Hicks. All in favor. Motion carried. Trustee Leo abstained from approval of the minutes.

Public Comments: None

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of September of \$565,707.78. Expenses in the amount of \$183,812.95 were disbursed. Current assets totaled \$2,426,556.05. Check numbers 13855-13901 and Electronic Funds Transfers in the amount of \$185,707.73 were written in September 2017.

There were no additional questions or comments at this time.

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

Library Administrator's Report

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

Administrator Davis reviewed the following items with Board members:

1. Mentioned that he attended the ILA Conference in Tinley Park over the past three days and that it was a good conference.
2. Indicated to Board members that the auditors would present their final report at the November Board meeting. The audits would like to schedule a meeting with the Board President & Treasurer at the end of October as well.
3. Indicated that his main focus over the past month was to keep the CSD department afloat after the termination of the department manager. Indicated to Board members that there are currently four candidates for the open management position to include the application from one in house

staff member. Administrator Davis is hoping to fill the position as early as November 16th and or as late as December 1st.

4. Informed Board members that he and Trustee Sparks shelved books the past weekend to keep the Circulation Department on track. Administrator Davis indicated that the staff was been working well together as a team during the absence of a department manager as well.
5. Reminded Board members that an approval of the FY2018 Levy would be needed at today's Board meeting.

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

Library Department Head/Administrative Assistant Reports

Administrative Assistant Judy Jarvis indicated that she had nothing to report at this time.

Head of Technical Services Joanne Galloway informed Board members that the Tech Services department is currently 2/3 of the way thru cataloging for the upcoming changes due to the SWAN migration at this time.

Ms. Galloway also indicated that the volunteers for the department have now returned from medical issue leaves and are back on track with projects.

Ms. Galloway also indicated that she has been attending a cataloging class and is in the process of updating her department staff with for consistent cataloging procedures going forward.

Head of Youth Services Michelle Kurczak informed Board members that department staff are working on reading programs. Winter Reading and Summer Reading programs continue to be year- long processes for staff to complete.

Ms. Kurczak was happy to announce that Administrator Davis recently approved the sale of Winter Reading T Shirts to patrons. T shirts will be available to purchase by the public for the first time. The upcoming theme is "Libraries Rock".

Board Trustees will also be able to place an order for T Shirts as well. The deadline for order is November 1st.

Head of Adult Services, Jessie Affelder indicated that she is hosting an upcoming meeting for Volunteers. This meeting will be for any new volunteers as well as current annual book sale volunteers.

Ms. Affelder also announced that there are currently new seasonal flavors available for the Keurig coffee for patrons. Ms. Affelder also mentioned that the new study room key system is going well and staff and patrons are pleased with the new process.

Ms. Affelder also announced that the new patron self-service hold area will be in place shortly and that the Games for Grownups Program is now being held at Raimondo's Pizza and pub.

Report of the President

President Treest: **None**

Correspondence

Secretary Sparks noted correspondence submitted by Lisa Richards and Andrea Jevne, North Aurora Community Parade Co-Chairs thanking the Library for participating in the recent Community Parade.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole- Did not meet

President Trustee Treest indicated to Administrator Davis and Board members that she would be unable to attend the upcoming C.O.W. meeting scheduled for October 17th. She indicated that the meeting would need to be cancelled. An alternate date of November 2nd was agreed upon by Board members and the Library Administrator.

Unfinished Business: None

New Business

Approval- \$24,900(Plus up to \$350 if reimbursable expenses)-Kluber Architects & Engineers-Basic Services Contract-HVAC System Roof Top Units (RTU) Replacement Contract Proposal.

Administrator Davis asked for Board members to approve the Kluber HVAC system contract as presented.

Trustee Sparks motioned to approve. Seconded by Trustee Steed. Roll Call Vote: Ayes: (7) Seven Trustee Treest, Vice President Hutches, Treasurer Berley, Trustee Leo, Trustee Secretary Sparks, Trustee Hicks, and Trustee Steed. Nays: None. All in favor. Motion carried.

Approve -Board expenses-Trustee Secretary Corrin Sparks Registration for Library Trustee Day-Illinois Library Association Convention Tinley Park Convention Center-October 12, 2017- \$175.00

Administrator Davis asked Board members to approve registration for Secretary Sparks for ILA Trustee Day as presented.

Trustee Hicks motioned to approve registration expenses as presented. Seconded by Trustee Steed. Roll Call Vote: Ayes: (7) Seven Trustee President Treest, Vice President Hutches, Treasurer Berley, Secretary Sparks, Trustee Leo, Trustee Hicks and Trustee Steed. Nays: None. All in favor. Motion carried.

Approve-\$35,671.99-West Wing Renovation Project-Final Pay Application#8-L.J. Morse Construction Company-Paid from Reserve Fund

Administrator Davis asked Board members to approve \$35,671.99 final payment as presented. Vice President Hutches motioned to approve \$35,671.99 final pay as presented. Seconded by Trustee Leo. Roll Call Vote: Ayes: (7) Seven Trustee President Treest, Vice President Hutches, Treasurer Berley, Secretary Sparks, Trustee Leo, Trustee Hicks and Trustee Steed. Nays: None. All in favor. Motion carried.

Approve-\$4,500-Facilities Maintenance Operations Plan Revisions-Kluber Architects-Paid from Reserve Fund

Administrator Davis asked Board members for approval \$4500.00 Facilities Maintenance Plan revisions as presented.

Secretary Sparks motioned to approve \$4,500 as presented. Seconded by Trustee Hicks. Roll Call Vote: Ayes: (7) Seven. Trustee President Treest, Vice President Hutches, Treasurer Berley, Secretary Sparks, Trustee Leo, Trustee Hicks and Trustee Steed. Nays: none. All in favor. Motion carried.

Approve-\$500.00-Parking Lot LED lighting replacement project-Construction Administration-Kluber Architects-paid from Reserve Fund

Administrator Davis asked Board members for approval \$500.00 Parking Lot LED lighting replacement project as presented.

Secretary Sparks motion to approve \$500.00 LED lighting as presented. Seconded by Trustee Hicks. Roll Call Vote. Ayes: (7) Seven Trustee President Treest, Vice President Hutches, Treasurer Berley, Secretary Sparks, Trustee Steed, Trustee Leo and Trustee Hicks. Nays: None. All in favor. Motion carried.

Approve-Resolution 12-2017-Transfer of Funds from Reserve to Checking Account-\$50,199-West Wing Renovation-furniture purchases, and Misc. items (June 1-September 30, 2017 Expenses)

Administrator Davis asked Board members for approval Resolution 12-2017 transfer of funds-\$50,199 as presented.

Vice President Hutches motion to approve Resolution 12-2017 \$50,199 as presented. Seconded by Trustee Steed. Roll Call Vote. Ayes: (7) Seven President Trustee Treest, Vice President Hutches, Treasurer Berley, Secretary Sparks, Trustee Leo, Trustee Hicks and Trustee Steed. Nays: none. All in favor. Motion carried.

Approve-Resolution 13-2017 and Resolution 14-2017-Levy Document for Tax Year 2018 and .02 Maintenance Tax Levy Document.

Administrator Davis asked Board members to approve Resolution 13-2017 Levy Document for Tax Year 2018 as presented.

Vice President Hutches motioned to approve Resolution 13-2017 Levy Document for Tax Year 2018 as presented. Seconded by Trustee Leo. Roll Call Vote. Ayes: (7) Seven Trustee President Treest, Vice President Hutches, Treasurer Berley, Secretary Sparks, Trustee Leo, Trustee Hicks and Trustee Steed. Nays: None. All in favor. Motion carried.

Administrator Davis asked Board members for approval of Resolution 14-2017 .02 Levy document as presented.

Secretary Sparks motioned to approve Resolution 14-2017 .02 Levy document as presented. Seconded by Vice President Hutches. Roll Call Vote. Ayes: (7) Seven President Trustee Treest, Vice President Hutches, Treasurer Berley, Secretary Sparks, Trustee Leo, Trustee Hicks and Trustee Steed. Nays; none. All in favor. Motion carried.

Review-Per Capita Grant FY 2018 Application Requirement –Trustee Discussion-Chapters 1 thru 5-The Illinois Library Trustee Fact File

The Library Administrator asked Board members to review materials as presented. There was no discussion of this material or questions asked of the Library Administrator at this time.

Review-2018 Insurance Benefits Program-LIMRiCC Pool-Assurance Agency-Blue Cross/Blue Shield.

The Library Administrator reviewed with Board members materials for FY2018 Insurance Benefits program as presented. Administrator Davis indicated that there was a slight increase in the premium cost to employees for vision and dental insurance but the health insurance premium remained the same price as for FY2017.

Administrator Davis indicated that there was also a slight increase of \$200.00 for the deductible for the H.S.A. plan elective.

Administrator Davis indicated that a review of possible plan changes in FY2019 for the H.S.A. plan elective is something that he and Administrative Assistant Judy Jarvis were reviewing along with possible trends in this coverage elective.

Administrator Davis also indicated that current life insurance coverage for all eligible full time employees was \$20,000 and that MD Live is a benefit as well.

Administrator Davis also indicated that all employees are eligible for the EAP program at no charge.

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

Trustee Comments

President Treest: None

Vice President Hutches: None

Trustee Secretary Sparks: None

Treasurer Berley: Thanked the people that have sent her cards of well wishes and get well. Also thanked Administrative Assistant for all her help with notary for documents and to the Administrator for his help in setting up phone conference of meeting tonight.

Also mentioned Naperville library and cutting of hours and was happy to report that the Board and Administrator at Messenger are good managers of money and hours are not being cut. Glad that everything is looked at for patrons and services.

Trustee Hicks: None.

Trustee Leo: Happy to see that the Library has a Long Term Maintenance Plan with Kluber and that the plan is cost effective in nature.

Trustee Steed: Inquired of International Dot Day program. Trustee Sparks explained the background and significance of this day as it relates to the importance of confidence. Trustee Steed also mentioned that she recently logged on to the SWAN Website to obtain a greater understanding of the program and upcoming migration.

Adjournment of Regular Meeting

President Treest requested a motion to adjourn the Regular Board Meeting.

Trustee Hicks motioned to adjourn the Regular Board meeting. Seconded by Trustee Steed. All in favor. Motion carried. The meeting adjourned at 8:30 pm.

