

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
November 10, 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, Vice President Mary Beth Hutches, Secretary Bill Middleton, Trustee Corinn Sparks, Trustee Jim Hicks and Trustee Justin Kline. Treasurer Berley arrived after roll call was taken.

Members of the public in attendance: Mr. Brian LeFevre of Sikich, L.L.P. and staff member Michelle Kurczak.

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

**Presentation & Approval-FY 2016 Financial Report and Audit-Brian LeFevre –Sikich, L.L.P.**

Mr. Brian LeFevre of Sikich L.L.P. presented Board members with the annual financial report for the fiscal year ended May 31, 2016 as associated with the annual audit.

Mr. LeFevre informed Board members of the audit process of review of financial statements and library financial reporting procedures.

Mr. LeFevre informed Board members of the changes to the FY 2016 audit to include GASB statement No. 68 Accounting and Financial Reporting for Pensions that required the auditors to audit the library's IMRF pension fund. The auditors worked with reporting from the Village of North Aurora for this aspect of the audit.

President Trustee Treest asked for definition of GASB and Mr. LeFevre provided this explanation for Board members.

Secretary Middleton inquired as to the location on the financial statements of the reporting of the Library 457B account. Mr. LeFevre pointed out that the reporting for these financial records could be found under the Personnel expenditures.

Mr. LeFevre highlighted his presentation to include a brief summary of the types of reports and report processing used to complete all phases of the annual audit. He reported that there were no management difficulties in the preliminary audit or final audit fieldwork phase and that all records were up to date and readily accessible from the Administrative staff and complete for all fieldwork in June and September 2016.

Mr. LeFevre indicated that the financial statement reporting included the Library's net position and capital assets and fund balance policy were fiscally sound and overall the Library was operationally in balance for the fiscal year. Mr. LeFevre reviewed several components of the audit report and financial statements.

Mr. LeFevre concluded his presentation by asking if there were any questions of the Board members. There were no questions placed before Mr. LeFevre by Board members.

The members of the Board thanked Mr. LeFevre for his presentation and his time on the audit.

Administrator Davis also thanked the Administrative Assistant, Judy Jarvis for all her time and work over the past year in preparing all records for the annual audit.

### **Approval of the October 13, 2016 Regular Board Meeting Minutes**

The members of the Board reviewed the Minutes from the October 13, 2016 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the October 13, 2016 Regular Board Meeting Minutes.

Vice President Hutches motioned to approve the October 13, 2016 Regular Board Meeting Minutes. Seconded by Trustee Sparks. 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 October of \$256,757.98. Expenses in the amount of \$193,531.59 were disbursed. Current assets totaled \$3,149,006.28. Check numbers 13201-13258 and Electronic Funds Transfers in the amount of \$195,803.94 were written in October 2016.

There were no additional questions or comments at this time.

Secretary Middleton 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 October.

Administrator Davis reviewed the following items with Board members:

1. Updated Board members on the West Wing renovation work and progress. Painting and IT work will be done within the next week. All materials should be back in place by the December 4<sup>th</sup> Annual Holiday Open House.
2. Reminded Board members that election petitions for candidates running for Board must be filed by December 19<sup>th</sup> at the Village Hall.
3. Reminded Board members of the upcoming Staff Development Day on Friday, November 18<sup>th</sup> at the North Aurora Police Department. The training session will take place there due to lack of Meeting Room space due to the renovation work at the Library. The Library will be closed to the public on that day.
4. Informed Board members of the Illinois Library Association Trustee and Legislator Day on Friday February 17, and the ILA Trustee Forum Workshop on Saturday February 18<sup>th</sup> 2017 in Oakbrook.
5. Informed Board members of recent staffing changes to include staff member Rebecca Herwaldt to become a full time Youth Services Librarian effective November 16<sup>th</sup> and the resignation of long time Circulation Staff Services member Kate Kish effective December 15<sup>th</sup>.

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

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

Staff member Michelle Kurczak thanked the staff members of the Youth Services Department and other library employees for coming together and taking on more responsibilities due to the departure of staff member Sarah Prokop in October.

Administrative Assistant Judy Jarvis only reported that she was experiencing computer problems during the Board meeting that could not be resolved.

### **Report of the President**

President Treest reported that she has come into the Library more frequently to check on the status of the West Wing Renovation progress.

### **Correspondence**

Secretary Middleton read correspondence from Library patron Mr. Romer expressing his appreciation for the library and the library staff.

**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-Resolution 11-2016-West Wing Renovation Project-L.J. Morse Construction Payment Application and Certification#1-\$51,218.41-Tranfer of funds from Illinois Funds Reserve Account to Old Second Checking Account**

Secretary Middleton motioned to Approve Resolution 11-2016 West Wing Renovation Project-L.J. Morse Construction Payment Application and Certification#1-\$51,218.41-Transfer of funds from Illinois Funds Reserve Account to Old Second Checking Account. Seconded by Vice President Hutches. Roll Call Vote. Ayes: (7) Trustee President Treest, Treasurer Berley, Secretary Middleton, Vice President Hutches, Trustee Sparks, Trustee Hicks and Trustee Kline. Nays: None. All in favor. Motion carried.

Treasurer Berley inquired as to the cost of the square footage of the carpet replacement. Administrator Davis indicated he did not have that cost at this time but would obtain information requested and report back.

### **Approval/Noted-Auditing Purposes: Approval-Resolution 12-2016-Boiler Room Replacement Project-Kluber May 2015 Facility Plan Deferred Maintenance Project-\$30,000-Transfer of funds from Illinois Funds Reserve Account to Old Second Checking Account.{This transfer occurred on October 12, 2016 and this expense had been approved by the Board on June 9, 2016}**

Vice President Hutches motioned to approve the Approval/Noted-Auditing Purposes: Approval-Resolution 12-2016-Boiler Room Replacement Project-Kluber May 2015 Facility Plan Deferred Maintenance Project-\$30,000-Transfer of funds from Illinois Funds Reserve Account to Old Second Checking Account.{This transfer occurred on October 12, 2016 and this expense had been approved by the Board on June 9, 2016}Seconded by Secretary Middleton. Roll Call Vote. Ayes (7) Trustee President Treest, Treasurer Berley, Secretary Middleton, Vice President Hutches, Trustee Sparks, Trustee Hicks and Trustee Kline. Nays: None. All in favor. Motion carried.

### **Approval- 2017 Library Holiday and Closing Calendar**

Administrator Davis asked the Board members for approval of The 2017 Library Holiday and Closing Calendar as presented.

Vice President Hutches motioned to approve 2017 Library Holiday and Closing Calendar as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

### **Approval -2017 Library Board of Trustee Board Meeting Calendar**

Administrator Davis asked the Board members for approval of the 2017 Library Board of Trustees Meeting Calendar as presented to keep the meeting date on the 2<sup>nd</sup> Thursday of each month.

Vice President Hutches motioned to approve 2017 Library Board of Trustee Board Meeting Calendar as presented. Seconded by Trustee Kline. All in favor. Motion carried.

**Approval-Meeting Room Reservation Policy-Addition of two new spaces for patrons to reserve in the Library facility**

Administrator Davis asked Board members for approval of the Meeting Room Reservation Policy to include the former Adult Services Porch area currently renovated into two separate meeting rooms for patrons.

Vice President Hutches motioned to approve Meeting Room Reservation Policy-Addition of two new spaces for patrons to reserve in the Library facility. Seconded by Secretary Middleton. All in favor. Motion carried.

**Approval-Library Employee Personnel Policy Manual-Sick Leave Policy Revision per Illinois Employee Sick Leave Act 099-0841**

Administrator Davis asked Board members for approval for revisions to the current Library Employee Manual to include the Illinois Employee Sick Leave Act 099-0841.

Administrator Davis indicated this new law provides a broader category of the definition of family members and family members of employees that would allow for sick time to be used to care for such members by law.

Treasurer Berley motioned to approve Library Employee Personnel Policy Manual-Sick Leave Policy Revision per Illinois Employee Sick Leave Act 099-0841 as presented. Seconded by Secretary Middleton. All in favor. Motion carried.

**Approval-Library Employee Personnel Policy Manual-Bereavement Leave Policy Revision-Per Illinois Child Bereavement Act 099-0703**

Administrator Davis asked Board members for approval for revisions to the current Library Employee Manual to include the Illinois Child Bereavement Act 099-0703.

Administrator Davis indicated this new law provides up to 10 days of unpaid leave to an employee in the event of the death of their child.

Vice President Hutches motioned to approve Library Employee Personnel Policy Manual-Bereavement Leave Policy Revision-Per Illinois Child Bereavement Act 099-0703 as presented. Seconded by Trustee Kline. All in favor. Motion carried.

**Approval-Resolution13-2016-Library Operations Policy Manual-New Policy-Library Board of Trustees and Library Employee Travel Expense Reimbursement Policy/Procedure-Per Local Government Travel Expense Control Act 2016-099-0604**

Administrator Davis asked Board members for approval Resolution13-2016-Library Operations Policy Manual-New Policy-Library Board of Trustees and Library Employee Travel Expense Reimbursement Policy/Procedure-Per Local Government Travel Expense Control Act 2016-099-0604 as presented.

Administrator Davis indicated that Board members would have to approve Board member expenses and employee expenses that exceed the maximum allowable reimbursement as contained in the proposed policy as presented.

Treasurer Berley motioned to approve Resolution13-2016-Library Operations Policy Manual-New Policy-Library Board of Trustees and Library Employee Travel Expense Reimbursement Policy/Procedure-Per Local Government Travel Expense Control Act 2016-099-0604 as presented. Seconded by Trustee Hicks. Roll Call Vote. Ayes: (7) President Trustee Treest, Treasurer Berley, Secretary Middleton, Vice President Hutches, Trustee Sparks, Trustee Hicks and Trustee Kline. Nays: None. All in favor. Motion carried.

Secretary Middleton inquired as to why this agenda item was a resolution. Administrator Davis indicated that the Library Attorney indicated it needed to be a resolution.

**Approval-80<sup>th</sup> Anniversary of Library Founding-1937-2017-Sunday, August 6, 2017 Open House and Library Renovation Celebration Party-Formulation of a Joint Board/Staff Ad Hoc Planning Committee**

Administrator Davis asked Board members for approval to host a Library Founding Celebration and Library Renovation in conjunction with North Aurora Days in August 2017. It was suggested that Board members and staff form a committee to plan this event.

NOTE: No formal approval was needed for this agenda item.

Treasurer Berley suggested that local residents be invited to present oral histories of the library and the community as part of this celebration.

**Discussion-Ceasing Garbage Stickers/U.S. Postage Stamp Sales Service to Library Patrons-Effective December 31, 2016**

Administrator Davis indicated this agenda item was added per the request of a Board Member.

Treasurer Berley requested data and information from the Administrative Assistant in regards to financial costs associated with this service to patrons.

This data would be provided as requested.

After much discussion it was decided to place this agenda item on the December 8, 2016 Board Meeting Agenda as Unfinished Business per Board members.

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

### **Trustee Comments**

President Treest: None

Trustee Secretary Middleton: None

Treasurer Berley: None

Vice President Hutches: None

Trustee Kline: None

Trustee Sparks: Commented that the recent Ukulele program was a fun event

Trustee Hicks: Wished all Board members a Happy Thanksgiving

### **Adjournment of Regular Meeting**

Vice President Hutches motioned to adjourn the November 10, 2016 Regular Board meeting. Seconded by Trustee Hicks. All in favor. Motion carried.

The Regular Board Meeting adjourned at 8:13 p.m.