

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
November 9, 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, Treasurer Tanya Berley, Trustee Corinn Sparks, Trustee Jim Hicks, Trustee Dominick Leo and Trustee Mary Steed.

Members of the public in attendance: Mr. Brian LeFevre of Sikich, LLP., Brian Platt and Tristen Diekman.

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

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

Presentations: FY2017 Financial Report and Audit-Brian LeFevre-Sikich, LLP.

Mr. Brian LeFevre of Sikich L.L.P. presented Board members with the annual financial report for the fiscal year ended May 31, 2017 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 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.

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 indicated that there were no new accounting policies this year and the Building Project was the main component of the fund balance and change in net position for the Library.

Mr. LeFevre mentioned the Library IMRF pension plan as well as reviewed the property tax assessed valuations.

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.

Treasurer Berley motioned to approve the FY2017 Annual Audit and Financial Report and Illinois State Comptroller Annual Report Filing as presented. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Sparks, Trustee Leo, Trustee Steed and Trustee Hicks. Nays: none. All in favor. Motion carried.

Approval of the October 12, 2017 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes from the October 12, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the October 12, 2017 Regular Board Meeting Minutes.

Vice President Hutches motioned to approve the October 12, 2017 Regular Board Meeting Minutes. Seconded by Trustee Steed. All in favor. Motion carried.

Approval of the Committee of the Whole Minutes of the November 2, 2017.

The members of the Board reviewed the Minutes from the November 2, 2017 Committee of the Whole Meeting.

President Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the Committee of the Whole Minutes of November 2, 2017.

Treasurer Berley motioned to approve the November 2, 2017 Committee of the Whole Meeting minutes as presented. 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 \$199,848.53. Expenses in the amount of \$137,040.93 were disbursed. Current assets totaled \$2,494,272.76. Check numbers 13902-13954 and Electronic Funds Transfers in the amount of \$137,031.92 were written in October 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 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 October

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. Mentioned that the December Board meeting will include the approval of the Illinois Per Capita Grant application.
2. Reminded Board members of the upcoming Staff Development Day on November 17th. The Library will be open to the public from 1:00pm until 5:00pm on that day.
3. Reminded Board members of the upcoming Holiday Open House for Sunday December 3rd.
4. Announced the promotion of staff member Mary Malach to new Circulation Services Department Manager effective December 1st.
5. Mentioned the newly installed LED lighting in the patron and staff parking areas.
6. Mentioned upcoming open enrollment for eligible staff for Health insurance coverage.

Treasurer Berley commented on the importance of the Library credit card information due to recent fraud charges, inquired of the exit doors and recent water leaks and asked what can be done to prevent future problems. Treasurer Berley also inquired of the projection screen replacement cost and cost of carpet tiles in Youth Department and possible solutions as well to ongoing issues.

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.

Michelle Kurczak, Head of Youth Services reported on the upcoming events for the Sunday December 3rd Holiday Open House to include Storytime with Santa, craft projects, balloon artist

and a piano recital and holiday sing along for patrons. Ms. Kurczak also reported that the Winter Reading program would begin at the Holiday Open house as well this year.

Jessie Affelder, Head of Adult Services reported on the upcoming Holiday Open House event as well. Ms. Affelder indicated that there will be strolling carolers, a return of the Treasure Hunt in the Stacks and a Book Sale was planned as something new this year.

Ms. Affelder also informed the Board members that she has been attending a Director boot camp and was pleased to report that the Library on the whole is following the procedures it should be following based on this seminar.

Ms. Affelder also informed the Board that a newly formed Large Print Book Club is being held at Asbury Gardens. She also introduced Video Night Binge Bags and reported that her department staff complete monthly “brag sheets” that are turned in and used for staff evaluations as well.

Head of Technical Services Joanne Galloway informed Board members the newly acquired launch pads in the Youth Department have been circulated and now have locking cases as well.

Ms. Galloway also indicated that the department is currently working on redoing the Juvenile Series section and staff member Yanet Platt has been busy shifting materials for this project.

Ms. Galloway also indicated that she recently attended the last MAGIC computer consortium Meeting for the Tech services group members.

Report of the President

President Treest: **None**

Correspondence

Secretary Sparks noted correspondence submitted by Carol Sturz, Coordinator Library & Information Technology at the College of DuPage thanking the Library Administrator for his time attending her recent Practicum class.

Secretary Sparks noted correspondence submitted by Peggy Bauer of the Delta Kappa Gamma Chapter indicating the group appreciation for space to hold their meetings.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole- Met on November 2, 2017

Unfinished Business: **None**

New Business

Approval- Closing-Property Tax Deposit/CDARS Account with Old Second Bank

Administrator Davis asked Board members to approve the closing of the CDARS account at Old Second Bank.

Vice President Hutches motioned to approve the closing of the CDARS account at Old Second Bank. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Sparks, Trustee Leo, Trustee Hicks and Trustee Steed. Nays; none. All in favor. Motion carried.

Approval-North Aurora Landscaping Snow Plowing-3 Year Service Contract Renewal-Begin November 1, 2017 (2017- 2020)

Administrator Davis asked for Board members to approve North Aurora Landscaping Snow Plowing Contract as presented.

Trustee Berley motioned to approve North Aurora Landscaping Snow Plowing contract as presented. Seconded by Trustee Hicks. Roll Call Vote. Ayes: Seven (7) President Trustee Treest. Treasurer Berley, Vice President Hutches, Trustee Leo, Trustee Sparks, Trustee Hicks and Trustee Steed. Nays: none. All in favor. Motion carried.

Landscaping Improvements Fall 2017 Update

Administrator Davis reviewed with Board members landscaping updates and projects that were completed and upcoming projects for spring 2018.

Review Per Capita Grant FY2018 Application Requirement-Illinois State Library Literacy Services

Administrator Davis reviewed with Board members feedback received from staff and Board members in regards to literacy services for patrons.

Approve-Operational Policy Manual-Revised Policy-Computer and Internet Use

Administrator Davis reviewed with Board members recently revised policy drafted with the help of management staff in regards to computer and internet use.

Vice President Hutches motioned to approve Operational Policy Manual-Revised Policy on Computer and Internet use as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approve-Operational Policy Manual-New Policy- Use and Philosophy behind Library Display Cabinets and Bulletin Board Policy

Administrator Davis asked Board members for approval of new policy to include and define the usage of Library display cabinets and bulletin boards as presented.

Treasurer Berley motioned to approve new policy use and philosophy behind library display cabinets and bulletin board policy as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approve-Operational Policy Manual-Reaffirmation of Library Support-American Library Association's Library Bill of Rights and Librarian Ethics Statement

Administrator Davis asked Board members for approval of American Library Association's Library Bill of Rights and Librarian Ethics statement as presented.

Vice President Hutches motioned to approve Operational Policy Manual-Reaffirmation of Library Support- American Library Association's Library Bill of Rights and Librarian Ethics Statement as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval -2018 Library Board Meeting Dates

Administrator Davis asked Board members to approve 2018 Library Board meeting dates as presented.

Trustee Sparks motioned to approve 2018 Library Board meeting dates as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Approve 2018 Library Holiday and Closing Dates

Administrator Davis asked Board members to approve 2018 Library Holiday and Closing Dates as presented. Administrator Davis reported proposed changes to include closing the day before Memorial Day, closing at 5:00 pm on July 3rd and closing the day before Labor Day to give staff time to enjoy the holidays and be with family.

Vice President Hutches motioned to approve 2018 Library Holiday and Closing Dates as presented. Seconded by Trustee Steed. All in favor. Motion carried.

Discussion-Long Range Plan Processing Planning-FY2019-2021

Administrator Davis suggested a community focus group composed of Board members and staff to discuss long range plan processing for FY2019-2021. Administrator Davis indicated the main

goal of such a group would be to define and determine goals to strive for over the next 3-4 years as part of the Long Range Goals of the Library.

Review-MAGIC to SWAN Library Cooperative Consortium Migration Process and Patron Services Impact-Starting May 1, 2018

Administrator Davis provided Board members with a Power Point slide presentation consisting of materials associated with the MAGIC to SWAN migration process.

Administrator Davis discussed the material presented and summarized upcoming procedures and processes.

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

Trustee Comments

President Treest: The newly installed LED lighting makes the parking lot brighter.

Vice President Hutches: None

Trustee Secretary Sparks: Commented on the Illinois Library Association Annual Conference held in Tinley Park and indicated she attended sessions involving tax levies and FOIA and change management.

Treasurer Berley: Thanked the Administrative Department and staff for all their work with the Audit.

Trustee Hicks: Commented on the State Property Tax Freeze Bill.

Trustee Leo: None.

Trustee Steed: None.

Adjournment of Regular Meeting to Executive Session

Trustee Secretary Cori Sparks motioned to temporarily adjourn the regular Library Board of Trustee Meeting to go into Executive Closed Session for employee matters. Trustee Vice President Mary Steed seconded the motion. All agreed. Motion carried.

The regular Board Meeting temporarily adjourned at 8:43 p.m.

Cori Sparks moved to open the closed session, and Jim Hicks seconded the motion. All agreed. Motion carried.

The session was being tape recorded per Open Meetings Act. Trustee President Marguerite Treest called the Executive Session to order at: 8:44 p.m.

Attending: President Marguerite Treest, Vice President Mary Beth Hutches, Trustee Secretary Corinn Sparks, Treasurer Tanya Berley, and Trustees Jim Hicks, Dominick Leo, and Mary Steed. Also present was Library Administrator Kevin Davis.

Absent: None.

Trustee Cori Sparks motioned to adjourn the Executive Session and return to the regular Library Board of Trustee meeting. Trustee Mary Beth Hutches seconded the motion. Motion passed.

Cori Sparks motioned to return to the regular Board of Trustee Meeting open session. Mary Beth Hutches seconded. All agreed. Motion carried.

The Executive Session was adjourned back to the regular Board Meeting at 8:59 p.m.

Trustee Jim Hicks moved to adjourn the open session, Mary Steed seconded the motion. All agreed. Motion carried.

The regular Board meeting adjourned at 9:00 p.m.