

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
December 14, 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: Brian Platt

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.

Approval of the November 9, 2017 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes from the November 9, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the November 9, 2017 Regular Board Meeting Minutes.

Treasurer Berley motioned to approve the November 9, 2017 Regular Board Meeting Minutes. Seconded by Vice President Hutches. All in favor. Motion carried.

Approval of the November 9, 2017 Closed Meeting Minutes

The members of the Board reviewed the Minutes from the November 9, 2017 Closed Meeting. President Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the Closed Meeting Minutes of November 9, 2017

Treasurer Berley motioned to approve the November 9, 2017 Closed Meeting minutes as presented. Seconded by Trustee Steed. 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 November of \$16,940.36. Expenses in the amount of \$125,193.85 were disbursed. Current assets totaled \$2,385,033.37. Check numbers 13955-14005 and Electronic Funds Transfers in the amount of \$127,023.37 were written in November 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 Leo. All in favor. Motion carried.

Library Administrator's Report

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

Administrator Davis reviewed the following items with Board members:

1. Reminded Board members of upcoming Illinois Library Association Trustee Forum in February.
2. Mentioned the recent Staff Development Day on November 17th with the focus of SWAN Migration.
3. Mentioned the new CSD Department Head staff member Mary Malach effective December 1st.
4. Mentioned the Holiday Open House on December 3rd with over 540 attendees to the annual event.
5. Mentioned upcoming Board meeting in February 2018 with bid information for HVAC upgrade.

Treasurer Berley commented on the new projection screen for the Conference Room and indicated that she liked the lower cost alternative selected by the Administrator. There were no further questions placed before the Library Administrator at this time.

Library Department Head/Administrative Assistant Reports

Administrative Assistant Judy Jarvis reported that the annual Open Enrollment for Health Insurance for eligible employees was a success due to the new portal for employees for enrollment. She received many comments from staff that the process was more streamlined.

Ms. Jarvis also reported that the upgrade to QuickBooks version 2018 was finally completed and it was nice to be on a more up to date version for Library financial reporting. Ms. Jarvis also was happy to report that her new laptop was finally being utilized after the QuickBooks upgrade.

Ms. Jarvis also commented on the Library's Art Club for Adults program and how she has been attending and how much she enjoys this program. She praised the efforts of Library employee Nancy Wollwert for her ideas and making this a fun experience for patrons and staff.

Joanne Galloway, Head of Tech Services commented that the department continued to work on redoing the Juvenile Series section and that she was happy to report that the project was completed. Ms. Galloway also mentioned that staff member Yanet Platt assisted with this project and was also instrumental in helping to complete this project.

Michelle Kurczak, Head of Youth Services reported that the Holiday Open House was a success.

She was concerned with the attendance stats from recent years but indicated she felt that moving the snacks to the Meeting Room helped create more space for projects in the Youth Area.

Ms. Kurczak also reported that it was her opinion that the statistical reports for teen and youth materials may not be accurate due to inventory issues and recording at this time last year.

Jessie Affelder, Head of Adult Services reported that patrons had suggested that Art Club be offered twice a month. Ms. Affelder commented that she did not think the current budget would allow.

Ms. Affelder thanked Board Trustee Leo for all his help with taking donations to Asbury Gardens over the past several weeks. They appreciated the items brought to them and Ms. Affelder greatly appreciated Mr. Leo's continued dedication to helping the Library and the community.

Ms. Affelder also mentioned that Trustee Hicks continues to help with withdrawing items from current inventory for donations as well. Ms. Affelder also mentioned the newly formed Book Club at Asbury Gardens and that the program was well received.

Ms. Affelder also mentioned that Game Night would be coming back to the Library as patrons were not as interested as hoped in partnering with Raimondo's Pizza.

Report of the President

President Treest: Thanked members of the Board and staff for their attendance and assistance at the Holiday Open House.

President Treest offered condolences to Treasurer Berley on the recent loss of her loved one.

Mentioned that the Board packets are becoming large in materials provided and suggested to streamline if possible for future.

Correspondence

Secretary Sparks noted correspondence from Richard Durbin thanking Administrator Davis for his letter in regards to network neutrality.

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- Annual Per Capita Grant Application FY18-Illinois State Library –Secretary of State Office

Administrator Davis asked Board members to approve the FY2018 Per Capita Grant Application-Illinois State Library as presented for review.

Vice President Hutches motioned to approve the FY2018 Per Capita Grant Application Secretary of State Office as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval- Resolution 16-2017-Sexual Harassment Policy-per Illinois P.A. 100-0554-Effective November 16, 2017 and Personnel Policy Manual-Revised- Sexual Harassment Policy

Administrator Davis asked for Board members to approve Resolution 16-2017 Sexual Harassment Policy as presented.

Vice President Hutches motioned to approve Resolution 16-2017 Sexual Harassment Policy revision as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval-Personnel Policy Manual-Revision- Promotion Policy

Administrator Davis reviewed with Board members proposed revisions of the Library Promotion Policy per C.O.W. policy review meeting on November 1, 2017.

Trustee Sparks motioned to approve Personnel Policy Manual-Revision-Promotion Policy as presented. Seconded by Trustee Steed. All in favor. Motion carried.

Approval- Personnel Policy Manual-Revision- Paid Time Off (PTO) Policy

Administrator Davis reviewed with Board members proposed revisions of the Library Paid Time Off (PTO) Policy per C.O.W. policy review meeting on November 1, 2017.

Trustee Sparks motioned to approve Personnel Policy Manual-Revision-Paid Time Off (PTO) Policy as presented. Seconded by Trustee Steed. All in favor. Motion carried.

Approve- Operational Policy Manual-Revision-Fund Balance Policy and Reserve Fund Capital and Deferred Facility Maintenance Projects 2018-2028-\$700,000.

Administrator Davis asked Board members to approve Operational Policy Manual Revision for Fund Balance Policy and Reserve Fund Capital and Deferred Facility Maintenance Projects 2018-2028 in the amount of \$700,000 as presented.

Vice President Hutches motioned to approve Operational Policy Manual- Revision-Fund Balance Policy and Reserve Fund Capital and Deferred Facility Maintenance Projects 2018-2028-\$700,000 as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

Approval-Resolution 17-2017-\$ 200,040-Transfer of Funds-Prime Fund to Reserve Maintenance Reserve Fund-FY2017 and Misc. Prior FY fund balances.

Administrator Davis asked Board members for approval of Resolution 17-2017 to transfer funds in the amount of \$200,400 for FY2017 and Misc. Prior FY fund balances as presented.

Trustee Sparks motioned to approve Resolution 17-2017 \$200,040 transfer of funds-Prime fund to Reserve Maintenance Reserve Fund FY 2017 and Misc. Prior FY fund balances. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval-Resolution 18-2017-Special Reserve Fund Purpose Amended and Revised.

Administrator Davis asked Board members for approval of Resolution 18-2017 Special Reserve Fund Purpose Amended and revised as presented.

Trustee Sparks motioned to approve Resolution 18-2017 Special Reserve Fund Purpose Amended and Revised as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval -New tables-Main meeting room-Interiors for Business-\$ 8,829.12-Reserve Fund Expenditure

Administrator Davis asked Board members to approve the purchase of new tables for the Main Meeting room from Interiors for Business as presented.

Trustee Steed motioned to approve new tables-main meeting room-Interiors for Business-\$8,829.12 Reserve Fund Expenditure as presented. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Seven (7) Trustee President Treest, Treasurer Berley, Vice President Hutches, Trustee Sparks, Trustee Leo, Trustee Hicks and Trustee Steed. Nays: None . All in favor. Motion carried.

Approval-Sikich IT 360 Managed IT Services Contract Effective January 1, 2018-\$4,800.00 per month for one year effective January 1, 2018.

Administrator Davis asked Board members to approve a new contract for managed IT services from Sikich as outlined in presented documents. Administrator Davis indicated that Sikich would be able to perform routine maintenance as well as remote troubleshooting with 24 hour support under the proposed contract.

Administrator Davis indicated that this proposed contract would be cost saving and allow for more direct contact with Sikich IT support for Library staff and IT maintenance issues.

Treasurer Berley motioned to approve Sikich IT 360 Managed IT Services Contract Effective January 1, 2018-\$4,800 per month 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 Hicks and Trustee Steed. Nays: None. All in favor. Motion carried.

Trustee Comments

President Treest: Thanked the staff for attending the Board meetings and appreciates the work done by all staff for the Library.

Vice President Hutches: Enjoyed the Holiday Open House and the piano students this year

Trustee Secretary Sparks: Commented that her kids enjoyed the Holiday Open house and the piano students.

Treasurer Berley: Thanked Board members for their support at wake service. Thanked and recognized all the efforts put forth by staff members for patrons over the past year while dealing with renovation work and staff shortages.

Trustee Hicks: Wished everyone a Merry Christmas

Trustee Leo: Thanked the staff for all their work for the Library and patrons.

Trustee Steed: Commented that 2017 was a good year for the Library

Adjournment of Regular Meeting to Executive Session Meeting of Board

President Treest motioned to adjourn the Regular Meeting to go into Executive Session at 8:05 p.m.

The Board discussed and reviewed the following items during the closed session:

- Employee Matters - Illinois Open Meeting Act: ILCS 120/2 (c) (1) – Employee Leave of Absence - Review of Return to Work After December 31, 2017
- Security Matters – Illinois Open Meetings Act: ILCS 120/2 (c) (8) – Patron and Staff Interaction

Return to Open Session Following Adjournment of Closed Session

Trustee Tanya Berley made a motion to adjourn the Executive Session and return to the regular Library Board of Trustee meeting. Trustee Mary Beth Hutches seconded the motion. Motion passed.

Opening of Regular Meeting Session

Trustee Secretary Cori Sparks made a motion to return back to open session. Mary Beth Hutches seconded.

The Executive Session was adjourned back to the regular Board Meeting at 9:02 p.m.

Adjournment of Regular Meeting

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

The meeting ended at 9:03 p.m.