

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
December 8, 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 7:02 p.m.

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

Members of the public in attendance: Mary Steed, Jack Steed and Staff member Jessie Affelder.

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

Approval of the November 10, 2016 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes from the November 10, 2016 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the November 10, 2016 Regular Board Meeting Minutes.

Trustee Sparks motioned to approve the November 10, 2016 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

Public Comments: North Aurora residents Mary Sneed and Jack Sneed introduced themselves to the Board members and gave a brief summary of their professional background. Mary Sneed is currently petitioning for a seat on the Library Board during the next Trustee Election in 2017.

The Board members welcomed them to tonight's Board meeting.

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of November of \$15,427.75. Expenses in the amount of \$185,077.96 were disbursed. Current assets totaled \$2,980,356.75. Check numbers 13259-13318 and Electronic Funds Transfers in the amount of \$185,077.96 were written in November 2016.

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 November.

Administrator Davis reviewed the following items with Board members:

1. Updated Board members on the West Wing renovation work and progress. Planning for Phase II has begun and will take place later this month. Administrator Davis indicated that the Phase II will most likely be more disruptive to staff members.
2. Updated Board members on the Boiler Replacement project and indicated that Oakbrook Mechanical still had a punch list to complete to date in order for the installation to be deemed completed.
3. Updated Board members on the Holiday Open House. An estimated 322 people attended this year. Administrator Davis indicated the count was down from previous years most likely due to inclement weather and the renovation project.
4. Indicated that the recent Staff Development Day held at the North Aurora Police Department was very informative and that feedback was positive from staff. Staff provided concerns in terms of the upcoming changes to take place with the merging of the Circulation and Adult Services Departments of the Library and the service desks. The Administrator and the Management Team members provided responses to staff requests or information on these and other potential changes.

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 the Staff Event committee was looking forward to hosting the Staff Holiday Event scheduled for Friday December 10th and that 2016 was a busy year and that she was looking forward to 2017.

Head of Adult Services Jessie Affelder read correspondence from a program presenter that received a thank you from an attendee of his library sponsored program on resume writing and the patron was pleased to report that he had obtained a job and thanked the presenter and the library for taking the time to help people in need with this type of program.

Ms. Affelder was pleased that the library and the program presenter could help provide such positive outcome to this patron.

Report of the President

President Treest: Congratulated the staff on the holiday open house on a bad weather day. She also reported that a patron suggested that the generator boxes be painted to match the landscaping to make less noticeable.

Correspondence

Secretary Middleton reported that the correspondence was read earlier by Ms. Affelder.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole-Did not meet

Unfinished Business:

Discussion-Administrative Decision to Cease Selling of Garbage Stickers/US Postage Stamp Sales Service to Library Patrons-Effective December 31, 2016

After discussion and request for additional information to include the financial reporting of these services, a suggestion for a solution to record any overages or shortages involved in these services was discussed. Feedback was asked to be given by the Administrative Assistant by the Board Treasurer.

The discussion continued as Trustee Sparks indicated it was not a Board decision to cease these services but an Administrative decision per her opinion.

After additional discussion Administrator Davis indicated he would continue these services if directed to do so by the Board.

Planning Update-80th Anniversary of the Library's Founding-1937-2017

Administrator Davis suggested that a collection of staff and board members come together to find materials to exhibit and showcase at the Library in 2017.

Administrator Davis also suggested that an open house take place to combine the Library anniversary and the completion of the renovation projects.

More updates in regards to this planning would be forthcoming. Suggestions to add to the quarterly newsletter and generate a press release as well.

New Business

**Approval-Annual Per Capita Grant Application FY2017 (Filing by January 15, 2017)—
Illinois State Library-Secretary of State Office**

Administrator Davis reviewed with Board members information on the Annual Per Capita grant application as presented. Administrator Davis indicated that this document was a review of the library meeting the standards for their community and patrons.

The main focus will be the merging with the SWAN RAILS Library System computer and materials lending system and the resource sharing among other local libraries to provide an even large data base of materials for patrons.

Trustee Sparks motioned to approve the Annual Per Capita Grant Application FY2017 (Filing by January 15, 2017) Illinois State Library-Secretary of State Office as presented. Seconded by Secretary Middleton. All in favor. Motion carried.

Approval-(For Auditing Purposes Only) –West Wing Renovation Work-Change Order-Phase I and Phase II-Signage-ASI Signage Innovations, Inc. of Chicago, Illinois-Original Contingency Amount of Bid -\$35,000—change amount-\$24, 741-Signage System Contingency Balance \$10,259.00

Administrator Davis provided the Board members with documentation outlining the change order for signage as part of Phase I and Phase II renovation.

Administrator Davis indicated that this change was to the favor of the Library as the amount allocated for this project fell below anticipated amount for signage.

Administrator Davis indicated this agenda item was for auditing purposes only and no formal approval vote was needed as this contingency amount was a part of the bid package already approved by the Library Board of Trustees.

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

Trustee Comments

President Treest: Thanked the Administrator and Administrative Assistant and wished everyone a Merry Christmas.

Trustee Secretary Middleton: Apologized to Board members and Administrative Staff members for his late arrival at today's meeting and wished everyone a Merry Christmas and Happy New Year.

Treasurer Berley: Commented on a recently read article about the importance of plants for air quality and suggested that the Library look into obtaining more common house plants for the building. Also thanked the Administrative staff for the treats at tonight's meeting.

Vice President Hutches: Absent

Trustee Kline: Commented on a recent trip to the Schaumburg Library. "Over the top facility" in his opinion.

Trustee Sparks: Wished everyone a Merry Christmas.

Trustee Hicks: Wished everyone a Merry Christmas

Adjournment of Regular Meeting

Secretary Middleton motioned to adjourn the December 8, 2016 Regular Board meeting. Seconded by Trustee Hicks. All in favor. Motion carried.

The Regular Board Meeting adjourned at 7:56 p.m.