

**Messenger Public Library of North Aurora  
Library Board of Trustee  
Meeting Minutes Thursday, February 9, 2017**

**I. Call to Order.**

President Treest called the meeting to order at 7:00 p.m.

Attending: Trustees President Marguerite Treest , Trustee Vice President Mary Beth Hutches Trustee Treasurer Tanya Berley, Trustees James Hicks, Cori Sparks and Justin Kline.

Library Staff attending Include: Library Administrator Kevin Davis, Head of Adult Services Jessie Affelder, and Head of Technical Services Joanne Galloway.

Member of the Community and Public: Mary Steed, Trustee Candidate for Library Board and her husband.

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

**II. Presentation of Patron Service Requests**

Library Staff members Laura Foutch, Adult Services Librarian and Nancy Wollwert Adult Services Librarian and Virtual Service Coordinator provided information regarding Library Patron use and responses to survey. The Library staff used Survey Monkey platform. Overall rating was “Excellent” or “Good”. Patrons place a high value on the staff and the facilities. Staff was rated high in the survey for their accessible. Patrons love the customer service. There were many written positive comments on library operations. Foutch and Wollwert mentioned that there were many areas and opportunities for growth and to improve response to patrons.

**III. Approval of Meeting Minutes**

The Meeting Minutes for January 12, 2017 were reviewed. There were no comments or changes to the Minutes.

Trustee Treasurer Berley motioned to accept the January 12, 2017 Meeting Minutes as submitted. Seconded by Trustee Hicks. All in favor. Motion carried.

**IV. Public Comments-** No comments were provided by the two community member present.

**V. Treasurer’s Report**

Trustee Treasurer Berley reported that there was a total net income in the month of January of \$ 3,341.47. Expenses in the amount of \$ 194,722.82 were disbursed. Current assets totaled \$ 3,992,527.34. Check numbers 13371 - 13428 and Electronic Funds Transfers in the amount of \$ 196,322.56 were written in January 2016.

Treasurer Berley indicated that a majority of the monthly expenses were due to renovation work.

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 Secretary Pro Tem Sparks. All in favor. Motion carried.

## **VI. Reports –**

### **a. Library Administrator.**

Administrator Davis reports on upcoming Illinois Library Association Trustee educational and networking events. Reminded everyone present about the upcoming Trustee elections on Tuesday, April 4<sup>th</sup>. Davis reported that the West Wing Renovation Project was going along very well. The Library will be close on Friday February 24<sup>th</sup> for a half day Staff Training Day. Davis is just beginning to pull together and work on the proposed FY2018 budget. The Board will hold two Committee of the Whole or C.O.W. Meetings on March 23<sup>rd</sup> and April 27<sup>th</sup> at 7:00 p.m. Staff continues to work on the new time keeping system software and also on preplanning for the migration to the SWAN Consortium. Starting to work on the time clock software, but reported some challenges in getting the time clock software to work with the pay roll keeping and processing software.

### **b. Administrative Assistant –** No report this evening as Judy Jarvis was not in attendance.

### **c. Department Heads**

Jessie Affelder the Head of Adult Services reported on preparations for the for the 80<sup>th</sup> Birthday party for the Library with bookmarks and entertainment on Sunday August 6<sup>th</sup>. Staff is also planning for summer reading programs. Affelder is also training Librarian Laura Fouch on planning and conducting adult age audience programming. She is also working on a Marketing Plan for the Library. She mentioned that she has many community members interested in volunteering for the Library and she is in the process of organizing volunteer meetings.

Joanne Galloway the Head of Technical Services reported that things were moving along very smoothly as they staff prepared for year-end ordering of library materials. Galloway reported that the MAGIC Task Force Group is in the process of making connections with SWAN Staff to prepare for the upcoming FY 2018 migration process.

## **VII. Communications –**

The Library Board President Treest discussed with the Library Board about the possibility of some type of monetary “thank –you gifts” for the staff. Administrator Davis will look into the suggestion and report back to the Board at the March 9 2017 Board Meeting.

The Staff and Board received a letter from the Fox Valley Community Foundation and a check for \$ 469 from the John & Peg Nichols Endowment Fund for the Messenger Public Library.

A thank-you from the North Aurora Mother's Club was also received regarding the assistance provided by the Library Staff in helping the Mother's Club with the Holiday Operation Christmas Project.

VIII. **Neither Committee of the Whole- No reports nor meetings** took place during the month of January.

IX. **Unfinished Business** – None.

X. **New Business**

**Approve – Appointment of Interim Secretary of the Library Board of Trustees until the April 4<sup>th</sup> Elections.** Cori Sparks was appointed.

**Review and discussion –Succession Plan revision** – Administrator Davis reported that this Plan was in the process of being completed and that he will have it ready for the March 9<sup>th</sup> Board Meeting.

**Review and discuss – Library Disaster and Plan Handbook Revision** — Administrator Davis reported that this Plan was in the process of being completed and that he will have it ready for the March 9<sup>th</sup> Board Meeting.

**Discussion and Review - Upcoming FY 2018 Planning Meetings.** Administrator Davis reminded Trustees of two upcoming C.O.W. Planning Committee Meetings on Thursday March 20<sup>th</sup> and Thursday April 27<sup>th</sup>.

**Approval - Board Training Expenses Approval Per Illinois State Law for Transparency of Employee and Trustee Officers Expenses** – Approved of Trustee Treasurer Berley, Trustee President Treest and Trustee Hicks to attend the Illinois Library Association (ILA ) Annual Trustee Legislative Meetup Luncheon and Trustees Sparks and Hicks to attend the Annual ILA Trustee Forum On Saturday February 18<sup>th</sup>. Trustees Sparks and Hicks. Motion by Trustee Berley and Seconded by Trustee Hicks. Roll Call – All Approved.

**Approval West Wing Renovation Project – Phase 2 – Invoices and Payment Vouchers.** The following five motions were made and then approved regarding the West Wing Renovation Project:

- Kingsley Co. Invoice 7 Library Material Return Bins - \$12,218 – Motion by Trustee Vice President Hutches, Seconded by Trustee Sparks. Roll call. All approved.
- Resolution 04-2017 – Payment Voucher #4 – \$58,880.25 to L. J. Morse Construction Co. Motion by Trustee Sparks, Seconded by Trustee Hutches. Roll Call. All approved.
- Kluber and Morse Change Order #3 – Contingency Expenditure – Additional Electrical/Lighting work and purchase of Visual/Wipe boards for meeting rooms - \$13,703.78. Motion by Trustee Treasurer Berley, Seconded by Trustee Sparks. Roll Call – all approved.

- Kluber and Morse Change Order #4 – ASI Signage Co. Quote Contingency Expenditure amount - \$810.45. Motion by Trustee Treasurer Berley, Seconded by Trustee Hicks. Roll call – all approved.
- Resolution 05-2017 – Payment - \$2,828.10. Kluber Architects and Engineers Construction Administration Expenses per contract. Motion by Trustee Treasurer Berley. Seconded by Trustee Hicks. Roll call – all approved.

**XI. Trustee Comments-**

Trustee Hicks – No comments

Trustee Sparks – Mentioned that the survey looks great with very good participation from the public and she is looking forward to what the Board and Staff do with the information.

Trustee Treasurer Berley – Seconded Trustee Sparks remarks and said that it was an excellent survey

Trustee Vice President Hutches – No comments.

Trustee Kline – Commented that the spring newsletter looked good.

**XII. Adjournment of Regular Meeting**

Trustee Sparks motioned to adjourn the February 9, 2017 Regular Board meeting. Seconded by Trustee Hicks. All in favor. Motion carried.

The Regular Board Meeting adjourned at 8:04 p.m.