

**Messenger Public Library of North Aurora
Committee of the Whole | Planning Meeting
March 30, 2017 7:00 p.m.
Meeting Room #6**

Call to Order:

President Treest called the meeting of the Messenger Public Library Committee of the Whole Planning Meeting to order at 7:00 p.m.

Roll Call:

Trustee Sparks called the roll:

Attending: President Marguerite Treest, Treasurer Tanya Berley, Trustee Corinn Sparks, Trustee Jim Hicks and Vice President Mary Beth Hatches.

Absent: Trustee Justin Kline.

Members of the public in attendance: None.

Administrator Davis reviewed with Board members upcoming events to include the regular monthly Board meeting on April 13th and the second scheduled C.O.W. Budget meeting on April 27th.

Administrator Davis reminded Board members that his annual evaluation would be on the agenda for closed session at the April 13th Board meeting.

Administrator Davis reminded Board members of the upcoming election on April 4th and indicated that the official swearing in of new members would be held at the April 13th Board meeting. At that time it would be up to the Board President to inquire if any Board members would request to change positions within the Board.

Administrator Davis reminded Board members that the final approval of the FY18 Budget would take place at the May 11th Board Meeting.

Administrator Davis reviewed with Board members several topics discussed with Village of North Aurora Finance Director Bill Hannah in a recent meeting.

Topics included the following:

The annual budget and appropriation process and tax levy information for FY2018 and beyond.

Village Trustee inquiry if the Library had considered becoming a Library District.

Also mentioned were various projects that the Village is currently working on and possible property sale and changes within the Village due to construction and sale of land.

Review FY2018 Budget-Overview of Maintenance, Personnel, Technology, and Facility Maintenance/Building Projects and Budget

Administrator Davis reviewed the Maintenance, Personnel, and Technology, and Facility Maintenance/Building Project spreadsheets for fiscal year 2018 budget proposals with the Trustees present at the meeting.

Administrator Davis provided the following statistical information: (estimated projections)

Facilities and Grounds FY2018 Maintenance Projects- \$87,500 to include:

LED Lighting Project \$ 50,000 estimate
Purchase of new bench in memory of former Board Trustee William Middleton \$ 2,000
HVAC system component replacement \$ 10,000
Asset Control Inventory \$3,500
Update Facilities Planning Document \$1,500
Restriping and crack filling of parking lot and driveway entrance \$ 3,500
Roofing repairs \$ 5,000
Replace and install two new water heaters in the building \$ 12,000

Technology Infrastructure

Replacement and upgrade to all patron/public service hardwired laptop computers
Review security cameras and add additional cameras.

Facility Operation Maintenance-Projects FY2019 and FY2020 (estimated projections)

Resurfacing of parking lot and entrance driveway \$ 157,000
Replace Natural Gas Backup Building Generator \$ 2,000
Replace four rooftop HVAC units and LAN Room AC unit and controllers \$154,000
Rubberize Roofing Replacement \$ 165,000

Other FY2018 Budget Overview spreadsheets included the following projected budget totals for Board member review:

Annual anticipated expensed for utilities, supplies, materials, technology equipment, building projects and facility preventative maintenance costs, and projected income from property tax payments, reserve fund balance and per capita grant, fines, and photocopier usage by patrons.

Administrator Davis and the Administrative Assistant, Judy Jarvis also reviewed personnel cost projections to include salaries and benefits to include IMRF and health insurance.

There were no questions placed before Administrator Davis or Board members in regards to the agenda items or provided material.

The Committee of the Whole Planning Meeting adjourned at 8:09 p.m.