

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
May 11, 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, Trustee Corinn Sparks, Treasurer Tanya Berley, Trustee Jim Hicks, and Trustee Mary Steed. Arriving after roll call was taken: Trustee Justin Kline

Members of the public in attendance: Carly Zabinski, Bryan Platt, Kate Kish, and Edith Palomo.

Staff members attending: Marge Anderson, Joanne Galloway, Yanet Platt, Mary Jo Lassiter, Morgan Burns, Rita Coronado, Nancy Wollwert, Lisa Hessenius, Michelle Kurczak, Jill Kasper and Jessie Affelder.

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

**Approval of the April 13, 2017 Regular Board Meeting Minutes**

The members of the Board reviewed the Minutes from the April 13, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

Vice President Hutches inquired as to the reference of the tax objection in the regular meeting minutes that were discussed in closed session. Administrator Davis indicated this was not placed in the meeting minutes in error. The Board went back into open session and needed to go back into open session to approve their discussion and agreement in the closed session due to the fact that this dealt with financial matters of public funds and money.

There were no additional requests for deletions or corrections to the April 13, 2017 Regular Board Meeting Minutes.

Vice President Hutches motioned to approve the April 13, 2017 Regular Board Meeting Minutes. Seconded by Treasurer Berley. All in favor. Motion carried.

**Approval of April 13, 2017 Closed Meeting Minutes**

The members of the Board reviewed the Minutes from the April 13, 2017 Closed Meeting Minutes. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the April 13, 2017 Closed Meeting Minutes.

Vice President Hutches motioned to approve the April 13, 2017 Closed Meeting Minutes as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

**Approval of Committee of the Whole-Planning Meeting Minutes-April 27, 2017.**

The members of the Board reviewed the Minutes from the April 27, 2017 Committee of the Whole-Planning Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the April 27, 2017 Committee of the Whole Planning Meeting Minutes.

Treasurer Berley motioned to approve the Committee of the Whole-Planning Meeting Minutes-April 27, 2017 as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

**Public Comments:** President Trustee Treest opened up the meeting for public comments. The following members of the public spoke:

Marge Anderson addressed the Board and presented document to the Board members in regards to the importance of relative positioning within salary range for employees and presented scenarios of her job classification. She suggested that concrete numbers be used and presented when referring to employee job classifications and salaries.

Yanet Platt addressed the Board and presented document to the Board members in regards to the current salary schedule and asked the Board members to consider all employees to receive the newly approved benchmarked 1.85% salary increase first as well as the annual merit increase.

Rita Coronado addressed the Board members by indicating she loves her job and referenced the February 4, 2016 C.O.W. meeting minutes that Board President Trustee Treest inquired on the possibility of a 10% pay increase for all employees. At that time the Administrator did not feel that the Library budget would allow. Ms. Coronado asked the Board to consider both the salary survey implementation increase of 1.85 % and the merit increase as well be awarded to employees. Ms. Coronado also indicated that the current pay ranges for some staff members were not competitive in regards to newly hired employees just coming into the Library.

Mary Jo Lassister addressed the Board members indicating that she felt privileged to serve the patrons and referenced her recent promotion to Circulation Services II position. She asked the Board and Administrator to look at each employee and their length of service and current job classification as individual employees for consideration of implementing a 1.85% increase to all employees along with a merit increase.

Kate Kish (former Library employee) addressed the Board indicating she was attending the meeting to support her former co-workers and indicated she left her job at the Library that she very much loved due to the pay policies and lack of consideration for pay scales for long term employees by the Administration.

Nancy Wollwert addressed the Board members indicating that she was attending the meeting in support of her co-workers. She also addressed the Board members indicating that she has been an employee for almost three years and with the salary implementation she, as a Librarian, would be making .20 an hour less than the employees starting in June 2017.

Jill Kasper addressed the Board members and indicated that she agreed with the comments made by co-worker Nancy Wollwert. She indicated she came to the Library with 19 years of experience and with the salary implementation that may or may not be awarded as a 1.85% increase to all employees she would be making .10 an hour more than someone with no experience.

Lisa Hessenius addressed the Board members and indicated that she was at the meeting to support her co-workers and that she loves working at the Library.

There were no additional public comments made to the Board members.

President Trustee Treest thanked the members of the public for their time and comments and indicated they would address the concerns placed before them.

### **Treasurer's Report**

Treasurer Berley reported that there was a total net income in the month of April of \$9945.61. Expenses in the amount of \$190,621.21 were disbursed. Current assets totaled \$1,747,725.32. Check numbers 13547-13596 and Electronic Funds Transfers in the amount of \$192,593.66 were written in April 2017.

There were no additional questions or comments at this time.

Vice President Hutches motioned to approve the Treasurer's report and file for audit as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

### **Library Administrator's Report**

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

Administrator Davis reviewed the following items with Board members:

1. Reminded Board members of upcoming 80th Anniversary of the Library founding.
2. Updated Board members on the hiring of three new employees. Sarah Wilson joined the Youth Services Department on May 1<sup>st</sup>, Nicholas Langerveld joined the Circulation Department on May 6<sup>th</sup> and Jessica Huff will join the Circulation Department on May 16<sup>th</sup>.
3. Informed Board members that employee evaluations were in the final stages of completion and the budget may have to change due to outcome of the comments made at the Board meeting in regards to employee salary survey.

4. Updated Board members on the upcoming audit schedule and tax settlement case filing.
- 5.
6. Updated Board members on the migration of the new timekeeping and payroll reporting system.
7. Informed Board members of the HVAC rooftop units and that a replacement of these units may be forthcoming due to issues addressed at recent inspections.

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

### **Library Department Head/Administrative Assistant Reports**

Administrative Assistant Judy Jarvis thanked the members of the Staff Event Committee for a great week for staff members April 10<sup>th</sup> thru April 14<sup>th</sup> and reminded Board members of the upcoming Preliminary Audit.

Head of Technical Services Joanne Galloway informed Board members that employee Mary Moore would be joining the Tech Services Department as a part time Technical Services Assistant beginning May 16<sup>th</sup>.

Head of Youth Services Michelle Kurczak informed Board members that Youth Services Librarian Sarah Wilson started on May 1<sup>st</sup>. Ms. Kurczak also indicated that the department was working with Tech Services on Summer Program brochures. Ms. Kurczak noted that one patron indicated her child was excited and wanted to attend all upcoming programs.

Head of Adult Services Jessie Affelder informed Board members of the new banners for Summer Reading and mentioned the new offering of the American Sign Language program in which interpreters are made available for Library programs.

### **Report of the President**

President Treest: Commented that she did not feel that the new front desk area was very accommodating for handicapped accessible needs patrons. President Trustee Treest also commented on the new K-cup coffee offering and inquired on the financial reporting of the service.

### **Correspondence**

Secretary Sparks read correspondence from staff member Mary Malach thanking Board members for the recent renovation incentive.

Library Administrator noted that only 3 employees acknowledged this incentive to date in correspondence to the Board. (G. Kevin Davis and Judy Jarvis in the April Board meeting correspondence and Mary Malach in the May Board meeting correspondence.)

**Reports of the Standing Committees:** Did not meet

**Operations Committee** – Did not meet

**Planning Committee of the Whole-** met on April 27, 2017-FY2018 Budget

**Unfinished Business: None**

**New Business**

**Approval-FY2018-Library Working Budget**

Administrator Davis reviewed with Board members information presented to include the FY2018 Library Working Budget as discussed during the April 27, 2017 Planning Committee Meeting.

Administrator Davis indicated that if any salary adjustments needed to be made based on the public comments made during the Board meeting that most likely two areas of the budget would need to be adjusted: Materials and Programming.

Administrator Davis suggested that the Board members schedule an upcoming Committee of the Whole meeting for discussion. That meeting was scheduled for Thursday June 1<sup>st</sup> at 7:00 p.m.

Vice President Hutches motioned to approve FY2018 Library Working Budget as presented. Seconded by Trustee Kline. Roll Call Vote. Ayes; Seven (7) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Kline, Trustee Sparks, Trustee Hicks and Trustee Steed. Nays; None. All in favor. Motion carried.

**Approval-FY2018-Resolution 09-2017 Budget & Appropriation**

Administrator Davis asked Board members for approval of FY2018 Resolution 09-2017 Budget & Appropriation as presented.

Trustee Sparks motioned to approve FY2018-Resolution 09-2017 Budget & Appropriation as presented. Seconded by Trustee Hicks. Roll Call Vote. Ayes; Seven (7) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Kline, Trustee Sparks, Trustee Hicks and Trustee Steed. Nays: None. All in favor. Motion carried.

**Approval-Trustee Expenses-\$50-LACONI Annual Trustee Dinner Friday, May 12<sup>th</sup>-Trustee Jim Hicks-Event Registration/travel/food expenses.**

Administrator Davis asked Board members for approval-Trustee expenses in the amount of \$50-LACONI Annual Trustee Dinner Friday, May12th-Trustee Jim Hicks-Event Registration/travel/food expenses.

Vice President Hutches motioned to approve Trustee Expenses-\$50-LACONI Annual Trustee Dinner Friday, May 12<sup>th</sup> Trustee Jim Hicks-Event Registration/travel/food expenses as presented. Seconded by Trustee Kline. All in favor. Motion carried.

### **Discussion and Board Direction Requested-Number of Library Trustees Attending the June 2017 ALA Conference.**

Administrator Davis called for a discussion among the Board members as to whom, if anyone, on the Library Board would be attending the June 2017 ALA conference.

Administrator Davis indicated that perhaps some of the newer board members would like to attend. He indicated for registration and budget purposes he was looking for discussion on this subject.

Board member Sparks indicated that she would like to go but wanted to give other Board members an opportunity as well. Trustee Hicks indicated that he would not be attending. Trustee Steed indicated that she would consider and let the Administrator know as soon as possible with a decision.

### **Review-\$4,200-Utility Dynamics Corporation, Oswego, Illinois-Village of North Aurora LED Street Lighting Project Replacement Project-Low bidder for Library Alternate bid-parking lot and driveway Lighting Fixture Replacement.**

Administrator Davis reviewed with Board members material regarding vendor Utility Dynamics Corporation of Oswego, Illinois for the Village of North Aurora LED Street Lighting Project replacement as the lowest bidder on the project.

Administrator Davis indicated that this agenda item would be back on the June 2017 Board meeting agenda for approval once a contract was drawn up for the Library's portion of this project

There were no further questions placed before the Administrator by Board members in regards to this item.

### **Approval-Sikich LLC-Fee Proposal-\$26,050-FY2018, FY2019 and FY2020 Annual Audit and Filing of Annual State of Illinois Comptroller Financial Report for the Library**

Administrator Davis reviewed with Board members materials from Sikich LLC in regards to fee proposals for Annual Audit for fiscal years 2018, 2019 and 2020 to include the annual filing of Annual State of Illinois Comptroller Financial report for the Library.

Trustee Berley motioned to approve Sikich LLC-Fee Proposal-\$26,050-FY2018, 2019 and 2020 Annual Audit and Filing of Annual State of Illinois Comptroller Financial Report of the Library as presented. Seconded by Vice President Hutches. Roll Call Vote. Ayes: Seven (7) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Kline, Trustee Sparks, Trustee Hicks and Trustee Steed. Nays; None. All in favor. Motion carried.

- 1. Approval-West Wing Renovation Project Payments-Resolution 10-2017 Transferring \$73,487 from Illinois Funds Reserve Account to Old Second Checking Account: items 1 thru 4 (funds transferred on 4/11, 4/19, 4/25 and 5/5 and paid on 4/15 and 4/30 invoice periods) for**

**auditing purposes:** LJ Morse Construction Company-payment application #7-\$40,950.22{note: balance to finish as of April 30, 2017 is \$77,351.77 included retainage}-Transfer money from Illinois Funds Reserve Account in the same amount to Library Old Second Bank Checking account(paid and money transferred April 2017)

2. Kluber Architects and Engineers-Total-\$4,077.72 (March 23,2017 two invoices: 2207.72 and 1870.00 Construction Administration Payments per 2016 Contract
3. Dell Computer-\$15,064.83 New Public Service Desks/Staff Work Offices/Areas/CPU's/Laptops (Purchase approved by Board March 2017)
4. Sikich-\$13,754.50 set up and installation of new computers (purchase approved by Board March 2017)

Treasurer Berley motioned to approve West Wing Renovation Project payments-Resolution 10-2017 Transferring \$73,487 from Illinois Funds Reserve Account to Old Second Checking Account items 1 thru 4 as presented. Seconded by Trustee Hicks. Roll Call Vote. Ayes: Six (6) President Trustee Treest, Treasurer Berley, Vice President Hutches, Trustee Sparks, Trustee Hicks and Trustee Steed. Nays: None. Absent: One (1) Trustee Kline left the meeting at 8:00pm before this roll call vote was taken.

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

### **Trustee Comments**

President Treest: None

Trustee Secretary Sparks: Presented a brief slide show presentation from her trip to Washington D.C. for National Library Legislative Day. Commented that it was a great trip and Dick Durbin's office and staff were very impressive.

Vice President Hutches: None

Treasurer Berley: None

Trustee Kline: None

Trustee Hicks: None

Trustee Steed: None

### **Adjournment of Regular Meeting**

Vice President Hutches motioned to adjourn the May 11, 2017 Regular Board meeting. Seconded by Trustee Sparks. All in favor. Motion carried.

The Regular Board Meeting adjourned at 8:18 p.m.

