

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
June 8, 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, Trustee Justine Kline and Trustee Mary Steed.

Members of the public in attendance: Bryan Platt

Staff members attending: Joanne Galloway, Yanet Platt, Michelle Kurczak, and Jessie Affelder.

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

Approval of the May 11, 2017 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes from the May 11, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the May 11, 2017 Regular Board Meeting Minutes.

Treasurer Berley motioned to approve the May 11, 2017 Regular Board Meeting Minutes. Seconded by Vice President Hutches. All in favor. Motion carried.

Approval of June 1, 2017 Committee of the Whole Meeting Minutes

The members of the Board reviewed the Minutes from the June 1, 2017 Committee of the Whole Meeting Minutes. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the June 1, 2017 Committee of the Whole Meeting Minutes.

Treasurer Berley motioned to approve the June 1, 2017 Committee of the Whole Meeting Minutes as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval of Committee of the Whole June 1, 2017 Closed Session Meeting Minutes

The members of the Board reviewed the Minutes from the June 1, 2017 Committee of the Whole-Closed Session Meeting Minutes. President Trustee Treest asked that this approval be held until the next scheduled Board meeting.

No formal approval was made at this time.

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

Library Staff member Yanet Platt a Circulation Services Assistant, thanked the Board members for their consideration of the 1.85% salary survey increase for employees. Ms. Platt restated her belief in the importance of this increase for staff members and it was her belief that we can all work together to keep the library within the annual budget and accomplish greatness. By approving this salary increase it would also ensure that the library maintained longevity with their current employees.

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

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of May of \$38,015.15. Expenses in the amount of \$174,936.06 were disbursed. Current assets totaled \$1,612,082.97. Check numbers 13597-13675 and Electronic Funds Transfers in the amount of \$174,768.61 were written in May 2017.

President Trustee Treest inquired as to why there were many employee expense reimbursement checks issued in the month of May. Administrator Davis indicated that the library credit card is not used in May due to end of fiscal year invoicing and some staff members were being reimbursed for charges they incurred for the Library in May.

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 Vice President Hutches. All in favor. Motion carried.

Library Administrator's Report

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

Administrator Davis reviewed the following items with Board members:

1. Indicated that in review of the financial statements the Library was now more at a comfortable range for total current assets due to the West Wing Renovation Project.

2. Indicated to Board members that budget adjustments would be needed to the current FY18 budget to implement the 1.85% Salary survey adjustment for employees.
3. Reminded Board members of the upcoming Committee of the Whole meeting on July 27th to review the current personnel policy manual. A copy of the current manual was provided to all Board members at tonight's meeting.
4. Reminded Board members of the upcoming ALA Conference in Chicago that will take place toward the end of June.
5. Reminded Board members of upcoming events to include the Sunday, August 6th 80th Birthday party of the Library and official ribbon cutting ceremony of the West Wing Renovation Project.
6. Reminded Board members of the upcoming Staff Development Day on August 18th and the Library being closed all day.
7. Commented on the Summer Reading Kick-off event held on Saturday June 3rd with Jim Gill and that there was a great turnout of patrons and especially children on that day for the festivities. Administrator Davis complimented the staff on organizing this event.

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

Library Department Head/Administrative Assistant Reports

Administrative Assistant Judy Jarvis reminded Board members of the upcoming preliminary audit and indicated the month of May was a very busy and somewhat stressful time for the Administrative Department due to end of fiscal year.

Head of Technical Services Joanne Galloway informed Board members that the ordering for the new fiscal year was underway. Ms. Galloway also indicated that the Tech Services Department staff is currently helping the Youth Department with various labeling projects and staff was busy with the upcoming migration to SWAN.

Head of Youth Services Michelle Kurczak informed Board members that Youth Services that the month of May was a very busy month for staff as well getting reading for Summer Reading. Ms. Kurczak also provided Board members with copies of the new summer reading logs for children and teens. The new logs encourage daily reading and new activities focus on "kindness challenges". Parents have been very supportive and interested in this new program.

Head of Adult Services Jessie Affelder reminded Board members the new offering of the American Sign Language program in which interpreters are made available for Library programs. Ms. Affelder also reported that the theme bags are proving popular with families. The Adult Summer reading program is underway as well with three prize packages this year. Ms. Affelder encouraged Board members to sign up for summer reading.

Report of the President

President Treest: Indicated that she would provide her comments in the Executive Session.

Correspondence

Secretary Sparks noted correspondence submitted by the Youth Services Department in their monthly report.

The Library Administrator included correspondence from Klien, Thorpe & Jenkins, LTD Attorneys at Law that was received in regards to property on Route 25 notifying the library board of the current application of 2016 Real Estate Tax Exemption.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole- met on June 1, 2017

Unfinished Business:

Update: \$4,200-Utility Dynamics Corporation-Oswego, IL-Village of North Aurora LED Street Light Project-Replacement Project-Low bidder for Library Alternate Bid-Parking lot and Driveway Lighting Fixture Replacement.

Administrator Davis provided Board members with documents pertaining to the upcoming Village of North Aurora LED street light project and replacement project to include the library parking lot and driveway light fixtures.

Administrator Davis indicated he had not received any further updates from the Village or from Chris Hansen of Kluber Architects & Engineers in regards to this matter.

New Business

Approval-Salary & Benefits Adjustment Plan for Library Staff-Merit pay increases per staff evaluation up to 3% effective as is per policy on June 1, 2017 and a 1.85% salary adjustment July 1, 2017.

Administrator Davis asked for Board member approved of the salary and benefits adjustment plan for library staff-merit pay increases per staff evaluation up to 3% effective as is per policy on June 1, 2017 and a 1.85% salary adjustment July 1, 2017.

After previous review and discussion Trustee Sparks motioned to approve salary and benefits adjustment plan for Library staff 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.

Review/Possible Approval-Personnel Policy Manual-New Revised Salary Administration Policy.

Administrator Davis indicated copies of the current Library Personnel Policy manual were distributed at tonight's Board meeting and a Committee of the Whole meeting was scheduled for July 27, 2017 per the request of President Trustee Treest to review this manual.

Administrator Davis also indicated that this policy manual was recently updated and presented to staff and Board members in March of 2016.

The Library Board did not take any action to review and or approve the Salary Administration Policy.

Approval-Operational Policy-Revised-Meeting Room Reservation and Use Policy

Administrator Davis provided Board members with a revised copy of the Library Meeting Room Reservation and Use Policy to include the West Wing Renovation changes and room additions.

Vice President Hutches motioned to approve the operational policy-revised-meeting room reservation and use policy as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approve-RAILS Library System MAGIC to SWAN Computer Consortium Migration Grant-\$5036.36-Local Area Network Upgrades.

Administrator Davis indicated to Board members that this grant check was received and will be used to upgrade equipment necessary for the SWAN migration.

This approval is needed and requested by the Administrator to sign the Grant to approve the paperwork for processing. No roll call vote was taken for this agenda item.

Approval-RAILS Library System-Library Participation –Non-resident Library Card Program-June 1, 2017 to May 31, 2018.

Administrator Davis asked Board members for approval Illinois RAILS Library System Non-Resident Library Card Program June 1, 2017 to May 31, 2018 as presented.

Vice President Hutches motioned to approve RAILS Library System-Library Participation-Non-resident Library Card Program-June 1, 2017 to May 31, 2018 as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval-Trustee Expenses-Up to \$300-American Library Association 2017 Annual Conference in Chicago-June 2017-Trustee Sparks-Event Registration/transportation/food expenses.

Administrator Davis requested Board approval for Trustee Sparks to attend the American Library Association 2017 Annual Conference in Chicago.

Vice President Hutches motioned to approve trustee expenses up to \$300 –American Library Association 2017 Annual Conference in Chicago-June 2017-Trustee Sparks-Event Registration/transportation/food expenses. Seconded by Trustee Hicks. All in favor. Motion carried.

Trustee Comments

President Treest: None

Vice President Hutches: None

Trustee Secretary Sparks: Commented that the Summer Reading Kick off program was great.
Vice President Hutches: None

Treasurer Berley: Commented that plants were recently added to the Butterfly Garden area and the area is coming along nicely.

Trustee Kline: None

Trustee Hicks: Provided a report summary of recent events he attended to include the LACONI Banquet on May 12th and the Retirement event for former North Aurora Police Chief David Summer on May 17th. (a copy of this report was submitted for record file)

Trustee Steed: Commented that she thinks the theme bags are a great idea.

Adjournment of Regular Meeting to Executive Session

President Treest motioned to adjourn the Regular Board Meeting to Executive Session at 7:48 pm.

Adjournment of Regular Board Meeting

Trustee Sparks motion to adjourn the Regular Board meeting. Seconded by Treasurer Berley. All in favor. Motion carried. The regular board meeting adjourned at 8:36 p.m.