

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
July 13, 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, Trustee Jim Hicks, Trustee Mary Steed. Absent: Treasurer Tanya Berley and Trustee Justin Kline

Members of the public in attendance: Janan Hudek, Camille Wresinski and staff member Michelle Kurczak.

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

**Approval-“Support Libraries” Rally at Library August 6th 1:15-2:00pm /Proposal/
Presentation: North Aurora Resident Janan Hudek/Library Administrator Kevin Davis**

North Aurora Resident and former library employee Janan Hudek presented to the Board members her proposal to hold a rally in support of libraries and the importance of libraries in communities during the August 6th 2017 80th Birthday celebration at Messenger.

Ms. Hudek indicated to Board members that she wanted to find a way to call attention to the library as a valuable part of the community. She assured Board members the proposed rally would not interfere with any of the planned celebration. Ms. Hudek indicated she would donate materials for signs for patrons to carry during this rally to show their support.

Administrator Davis indicated to Board members his support of this rally and reported that state funding cuts to libraries were made and it is a good time to gain support of the patrons of the community as well. He indicated a permit was not needed to hold this rally.

Vice President Hutches motioned to approve the “Support Libraries” Rally on August 6th, as proposed. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval of June 1st Committee of the Whole Closed Meeting Minutes

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

There were no requests for deletions or corrections.

Vice President Hutches motioned to approve as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval of June 8, 2017 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes from the June 8, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the June 8, 2017 Regular Board Meeting Minutes.

Trustee Sparks motioned to approve the June 8, 2017 Regular Board Meeting Minutes. Seconded by Trustee Steed. All in favor. Motion carried.

Approval of June 8, 2017 Closed Meeting Minutes

The members of the Board reviewed the Minutes from the June 8, 2017 Closed session. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the June 8, 2017 Closed Session Meeting Minutes.

Trustee Hicks motioned to approve the June 8 2017 Closed Session Meeting Minutes as presented. Seconded by Trustee Steed. All in favor. Motion carried.

Public Comments: None

Treasurer's Report

Treasurer Berley was not present at the meeting to give the Treasurer's report. President Treest advised Board members if they had any questions in regard to the Treasurer's report documents as presented to contact the Library Administrator.

Vice President Hutches motioned to approve the Treasurer's report and file as provided to the Board members in the Board packet for audit.. 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 June.

Administrator Davis reviewed the following items with Board members:

1. Reminded Board members of the upcoming Library 80th Birthday Celebration events for Sunday August 6th.

2. Reminded Board members of the SWAN Migration that is now set to take place in May 2018.
3. Informed Board members that the William Middleton Memorial bench was recently placed in the foyer. A plaque would be installed at a later date.
4. Reminded Board members on staffing for vacant positions. YSD has made an offer to a candidate, ASD has already chosen a current candidate from in-house and CSD is working with Management Association to find candidates for the department as well.
4. Reminded Board members that field work for final audit continues.
5. Informed Board members that the timekeeping system is getting closer to full migration.
6. Reminded Board members of the annual book sale preparation and volunteers to help are always welcome.

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

Library Department Head/Administrative Assistant Reports

Administrative Assistant Judy Jarvis indicated she had nothing to report at this time other than June had once again been a very busy month for many library staff members.

Head of Youth Services Michelle Kurczak informed Board members that the new PlayAway launch pads were recently purchased and available to patrons. A total of 19 were newly purchased. Each launch pad has a different theme that contains games. Youth patrons can earn points by winning games on the system. Ms. Kurczak indicated it was a busy month as well for the Youth Services Department.

Report of the President

President Treest: None

Correspondence

Secretary Sparks read correspondence from former employee Jill Kasper thanking the library and the staff for the farewell party and gift card for her recent retirement and move to Utah.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole- Did not meet

Unfinished Business:

Approval-\$4200 Contract-Utility Dynamics Corporation, Inc.-LED Lighting Replacement Project-parking lot and driveway lighting fixture replacement-Reserve fund for Facility and Deferred Maintenance projects.

Administrator Davis indicated that the invoice for the project was received. Previously on agenda but the invoice was not available at the time. Administrator asking for approval as presented.

Vice President Hutches motioned to Approve-\$4200 Contract-Utility Dynamics Corporation, Inc.-LED Lighting Replacement Project-parking lot and driveway lighting fixture replacement-Reserve fund for Facility and Deferred Maintenance projects as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

New Business

Review-Sunday, August 6th 1:00pm to 5:00pm-80th Birthday Celebration Events and Logistics.

Administrator Davis reviewed with Board members a timeline of the events scheduled to take place on August 6th.

Approval-FY2017 Annual Illinois Public Library Annual Report (IPLAR)-Illinois State Library-Secretary of State Office.

Administrator Davis reviewed with Board members the annual IPLAR report information that he recently completed.

Administrator Davis reviewed several components of the report including capital needs assessment, operating expenditures, staffing, materials and programing.

Trustee Sparks motioned to approve as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Approval- Closed meeting minutes and tape recordings-2nd 2017 Bi-annual review-Review and approval of destruction of tape recordings-Board Secretary Corinn Sparks-per Illinois Open Meetings Act.

Administrator Davis provided Board members with a listing of dates included in the meeting minutes disposal review.

Vice President Hutches motioned to approve the destruction of tape recordings as noted. Seconded by Trustee Steed. All in favor. Motion carried.

Approval-\$1,377.50-Furniture Purchase Wood Bench Front Foyer of Library-William Middleton Memorial Fund Donations-Messenger Public Library Foundation Fund Expenditure

Administrator Davis provided Board members with invoice for review of this purchase with Community Foundation funds.

Vice President Hutches motioned to approve with Community Foundation funds. Seconded by Trustee Sparks. All in favor. Motion carried.

Approval- FY2018 Budget Amendment-\$50,000 Adjustment Fund Lines-Personnel Salary and Benefits Adjustments-1.85% Salary Schedule Adjustment.

Administrator Davis provided Board members with a list of fund codes to be amended to transfer money for the 1.85% salary schedule adjustment.

Trustee Steed motioned to approve-FY2018 Budget Amendment-\$50,000 Adjustment Fund Lines-Personnel Salary and Benefits Adjustments-1.85% Salary Schedule Adjustment as presented. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Trustee Steed, Trustee Hicks, Secretary Sparks, and Vice President Hutches. Nays: None. Absent: Two (2) Treasurer Berley and Trustee Kline. All in favor. Motion carried.

Approval-Expenditures up to \$10,000-Consulting Contract-Kluber Architects and Engineers-Update May 2015 Messenger Public Library Facility Operations Maintenance Plan (FOMP) Source of Funds-Reserve Fund Expenditure

Administrator Davis reviewed with Board members documents associated with the Library Facilities Operations Management Plan update provided by Kluber Architects and Engineers.

Administrator Davis indicated that Mr. Chris Hansen would be attending the August board meeting for additional discussion on this plan as well.

Vice President Hutches motioned to approve Expenditures up to \$10,000-Consulting Contract-Kluber Architects and Engineers-Update May 2015 Messenger Public Library Facility Operations Maintenance Plan (FOMP) Source of Funds-Reserve Fund Expenditure as presented. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Trustee Steed, Trustee Hicks, Secretary Sparks, and Vice President Hutches. Nays: None. Absent: Two (2) Treasurer Berley and Trustee Kline. All in favor. Motion carried.

Review-Payment-\$9,000 Plus Statutory Interest Owed (Deduction) September 2017 Property Tax Deposit-(2012, 2014, and 2015 Library Levies) Tax Objection Litigation Settlement Payment Procedures.

Administrator Davis reviewed with Board members correspondence from Library attorney Mark Ritzman in regards to the pending tax objection litigation settlement payment procedures.

Approve-\$5,600 Four (4) Year Contract-Lauderbach & Amen CPA LLC-Other Post-Employment Benefit Audit Reports for FY2017/2018/2019/2020 (OPEC/GASB 74/75 Standards)

Administrator Davis provided Board members with proposal documentation from Lauderbach and Amen for a four year contract to provide this service to the Library per annual audit and state reporting standards.

Vice President Hutches motioned to approve \$5,600 Four (4) Year Contract-Lauderbach & Amen CPA LLC-Other Post-Employment Benefit Audit Reports for FY2017/2018/2019/2020 (OPEC/GASB 74/75 Standards) as presented. Seconded by Trustee Sparks. Roll Call Vote. Ayes: Five (5) President Trustee Treest, Trustee Steed, Trustee Hicks, Secretary Sparks, and Vice President Hutches. Nays: None. Absent: Two (2) Treasurer Berley and Trustee Kline. All in favor. Motion carried.

Discussion-Maintenance-Library Property-Five Acre Vacant Lot-Between Oak and Maple Street.

Administrator Davis indicated that Treasurer Berley requested this agenda item but could not be at the meeting.

Administrator Davis gave a brief review of the property components and provided an aerial map as well.

Discussion-User Services Main Desk-Post Renovation Reconfiguration /Redesign Concept

Administrator Davis provided Board members with two concept drawings provided by Kluber Architects and Engineers for this agenda item. Administrator Davis indicated that requested staff feedback suggested that most staff members favored the Option #1 concept design.

After much discussion by Board members and opinions expressed by the Administrator as to the necessity and configuration of the existing area consensus was that more information was needed in terms of cost.

Board members seemed to favor Option#2 over the staff suggestions. Some Board members inquired as to why it seemed that staff was reverting back to the old set up for their needs. Some board members inquired as to why the staff felt these changes are needed post renovation.

After more discussion Board members requested a cost out of options be provided for further discussion and review.

Trustee Comments

President Treest: indicated she has not been around the library much due to health matters.

Vice President Hutches: Indicated that recent family matters may not allow her to be at upcoming Board meeting.

Trustee Secretary Sparks: Commented that she attended recent ALA Trustee and Friends Day and learned that some board members complete self -evaluations. She indicated that perhaps the Library Board should consider this as well. Also mentioned library statistics and using graphics to report as well as Community Funded Initiatives.

Treasurer Berley: Absent

Trustee Kline: Absent

Trustee Hicks: Indicated that he is currently working with local animal vendors to have brochures and information to hand out at the upcoming North Aurora Days.

Trustee Steed: Commented that her mom recently moved back to Ohio and that she misses her.

Adjournment of Regular Board Meeting

Trustee Hicks motion to adjourn the Regular Board meeting. Seconded by Vice President Hutches. All in favor. Motion carried. The regular board meeting adjourned at 8:57 p.m.