

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
August 10, 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, Treasurer Tanya Berley, Trustee Corinn Sparks, Trustee Jim Hicks, Trustee Justin Kline, Trustee Mary Steed. Absent: Vice President Mary Beth Hutches.

Members of the public in attendance: Chris Hansen of Kluber Architects & Engineers, staff members Michelle Kurczak and Joanne Galloway.

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

Facility Maintenance and Updates of Projects: Kluber Architects & Engineers

Mr. Chris Hansen of Kluber Architects and Engineers presented a brief report on the West Wing Renovation project final close out document timeline and provided Board members with an overview of new projects for consideration as part of the Library facility and operations plan.

Mr. Hansen indicated that as of today's meeting a total of \$41,679.48 was credited back to the project for unused monies from the West Wing Renovation project.

Final close out documents and waivers should be forthcoming within the next week.

Mr. Hansen indicated that the project went well and presented the Board members with suggestions of upcoming projects to include replacement of the HVAC rooftop units currently in place. Mr. Hansen indicated that the Library has faced some challenges with the current units and it would be recommended that the replacement be the next project for the facility.

The projected cost to replace per Mr. Hansen would be roughly \$230,000 for the units and control system. Mr. Hansen suggested a timeline to include document preparation, contractor bidding and HVAC replacement to be concluded by April 2018.

Mr. Hansen also indicated it would be to the benefit of the Library to place this project a priority over the parking lot resurfacing project.

There were no questions placed before Mr. Hansen at this time.

Board members thanked Mr. Hansen for his time and his report.

Approval of July 13, 2017 Regular Board Meeting Minutes

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

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

Trustee Steed motioned to approve the July 13, 2017 Regular Board Meeting Minutes. Seconded by Trustee Sparks. All in favor. Motion carried.

Treasurer Berley abstained from her vote on this matter.

Public Comments: None

Treasurer's Report

Treasurer Berley reported that there was a total net income in the month of July of \$49,204.99. Expenses in the amount of \$176,104.80 were disbursed. Current assets totaled \$2,142,889.36. Check numbers 13736-13796 and Electronic Funds Transfers in the amount of \$179,764.80 were written in July 2017.

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

President Trustee Treest inquired on check# 13790 in the amount of \$14,171.20 paid to Sikich LLP. Administrator Davis indicated these charges were for prepaid tech hours to prepare twelve new laptops for lending to library patrons and for staff to use for computer training programs. . Sikich also installed a new security and fire wall as part of the migration to the new SWAN library consortium. A portion of the cost for the installation of the new fire wall was covered through a RAILS Library System Grant. There were no further questions.

Library Administrator's Report

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

Administrator Davis reviewed the following items with Board members:

1. Reported on the Book Sale and 80th Anniversary Celebration. Both events were a success.
2. Reminded Board members of the SWAN Migration that is now set to take place in May 2018.
3. Reported that invitations were mailed last week for the Annual Trustee, Volunteer and Staff luncheon scheduled for Sunday, September 10th.

4. Reported that three new staff members began employment with the Library. New Youth Department Associate and two new Circulation Services Associates hired to fill vacancies.
5. Reminded Board members that field work for final audit continues.
6. Informed Board members that the timekeeping system is getting closer to full migration.

Comments from Board members in regards to the Administrators Report:

Treasurer Berley commented on the great amount of help from volunteers on the annual book sale. Treasurer Berley also suggested a thank you note be sent to Dominick Leo on behalf of the Board members and Library for all the help he continues to provide the Library.

Treasurer Berley also inquired on the need for a water softener in conjunction with the new boiler recently installed. The Administrator indicated he would look into the matter.

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

Library Department Head/Administrative Assistant Reports

Administrative Assistant Judy Jarvis had no comment.

Head of Tech Services Joanne Galloway reported that she enjoyed the Library 80th Birthday celebration. She also informed Board members that she will be attending an upcoming SWAN event on Friday August 11th and that she would be meeting with the Library's "sister" libraries which are the Oak Park and Oak Lawn Libraries. This is to provide a connection for the Messenger Library with a current SWAN public library member.

Head of Youth Services Michelle Kurczak informed Board members that she is excited that her department is fully staffed again. She indicated that employee Sarah Wilson just had her three month evaluation and is doing great work for the Library. Ms. Kurczak also mentioned new employee Julieta Cardenas that just started with the Library and is doing well within the department.

Ms. Kurczak also reported that Winter Reading plans are now underway. Nextreads has been launched on the Library Website and recommends that Board members enroll in the program.

Report of the President

President Treest: Indicated she had a good time at the Library Birthday celebration event.

Also indicated she talked with former Board member Dominick Leo and was informed that he has some ideas for providing the current User Services desk with options to help patrons with special needs.

Correspondence

Secretary Sparks read correspondence from Administrative Assistant Judy Jarvis thanking the Board members for implementing the recent 1.85% salary adjustment for Library staff.

Secretary Sparks read correspondence from the following thanking Administrator Davis for the invitation to the Library 80th Birthday Celebration and sending their regrets that they could not attend this event:

U.S. Representative Randy Hultgren

Michael Toth Village of North Aurora Community and Economic Development Director

Senator Tammy Duckworth

Nancy Garrity Village of North Aurora Building/ Zoning Spec

U.S. Senator Richard J. Durbin

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Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole- Did not meet

Unfinished Business:

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

Administrator Davis indicated that he has called off any further discussion on this matter and has informed Kluber Architects and Engineers that there will be no changes necessary.

Administrator Davis also indicated that former Board Trustee Dominick Leo will be presenting some solutions for the current front desk for special needs accommodation.

New Business

Review- Revised-Library Unattended Children Policy

Administrator Davis reviewed with Board members the proposed Unattended Children Policy as presented.

Administrator Davis informed the Board after much discussion with Management members that they felt that the revisions along with the help and cooperation from local police in regards to unattended children at the closing of the library that he felt that the best interests of the Library, staff and patrons were covered within the policy guidelines.

There was no further discussion by Board members in regards to this agenda item.

The members of the Board opted to formally approve this policy at today's meeting.

Trustee Kline motioned to approve-Revised- Library Unattended Children Policy as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Treasurer Berley abstained from voting on this matter.

Trustee Comments

President Treest: None.

Vice President Hutches: Absent.

Trustee Secretary Sparks: Commented that she and her family participated in the rally to support libraries. She indicated the day and event was fun.

Treasurer Berley: Commented that the Library 80th Birthday event was fun.

Trustee Kline: None.

Trustee Hicks: Commented that he regrets not being able to attend the Library 80th Birthday event due to a previous commitment.

Trustee Steed: Commented that she enjoyed the Dulcimer performer at the Library 80th Birthday event.

Adjournment of Regular Board Meeting

Trustee Sparks motioned to adjourn the Regular Board meeting. Seconded by Trustee Kline. All in favor. Motion carried. The regular board meeting adjourned at 8:10 p.m.