

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
September 14, 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.

Members of the public in attendance: None

Staff members attending: Joanne Galloway and Michelle Kurczak

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

**Approval of the August 10, 2017 Regular Board Meeting Minutes**

The members of the Board reviewed the Minutes from the August 10, 2017 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the August 10, 2017 Regular Board Meeting Minutes.

Trustee Steed motioned to approve the August 10, 2017 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

**Public Comments:** None

**Treasurer's Report**

Treasurer Berley reported that there was a total net income in the month of August of \$37,838.28. Expenses in the amount of \$137,104.51 were disbursed. Current assets totaled \$2,044,932.13. Check numbers 13797-13854 and Electronic Funds Transfers in the amount of \$137,153.51 were written in August 2017.

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 August.

Administrator Davis reviewed the following items with Board members:

1. Indicated that an email was sent out to all Board members by the Auditors today and to please respond.
2. Indicated to Board members that the auditors would present their final report at the November Board meeting
3. Reminded Board members of the upcoming North Aurora Community Parade on September 17<sup>th</sup>.
4. Reminded Board members of the upcoming ILA Conference in Tinley Park.
5. Informed Board members of the upcoming LIMRiCC Fall Insurance meeting and that Blue Cross/Blue Shield would remain the Library insurance carrier and that there were no increases this year for premiums.
6. Reported that 88% of the property taxes were recorded and that the tax settlement was deducted from the last payment received.
7. Informed Board members that the new payroll reporting system migration was now complete.

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 was also pleased to report that the Library was now on a single time reporting system and all seemed to be working fine. She also indicated that the first day of the annual audit was going well.

Head of Technical Services Joanne Galloway informed Board members that new department employee Mary Moore was fully trained and taking on assigned duties. Ms. Galloway also indicated her department has attended several meetings the past month that involve the upcoming Swam migration.

Head of Youth Services Michelle Kurczak informed Board members that department staff are finishing up program planning for Winter Reading. Ms. Kurczak also informed Board members that she hosted a recent West Youth Managers meeting and all the participants were very complimentary of the Library and all the recent renovation changes.

Ms. Kurczak also reported that cross training has been scheduled for all new staff members along with Adult Services Department staff.

### **Report of the President**

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

### **Correspondence**

Secretary Sparks noted correspondence submitted by Library Volunteer, Jamie Malach, thanking the Library for the opportunity to volunteer during the summer.

Secretary Sparks noted correspondence from Board Treasurer Tanya Berley to the Administrator and Library Staff thanking them for all their hard work and efforts during the recent West Wing Renovation.

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

**Operations Committee** – Did not meet

**Planning Committee of the Whole-** Did not meet

**Unfinished Business: None**

**New Business**

**Approval- Resignation-Trustee Justin Kline-Effective September 1, 2017**

Administrator Davis asked for Board members to approve the resignation of Trustee Justin Kline due to his recent relocation from the North Aurora area.

Vice President Hutches motioned to approve and accept the resignation of Trustee Justin Kline due to relocation from the North Aurora area. Seconded by Trustee Steed.

**Approve Resolution 11-2017- Prevailing Wage Compliance-State of Illinois Kane County Illinois.**

Administrator Davis reviewed with Board members Prevailing Wage documents and asked for approval as presented.

Vice President Hutches motioned to approve Resolution 11-2017 Prevailing Wage Compliance-State of Illinois Kane County Illinois. Seconded by Trustee Sparks. All in favor. Motion carried.

**Review-Revised-Library Patron Behavior Policy-Library Operations Manual**

Administrator Davis reviewed with Board members revised Library Patron Behavior Policy as part of the Library Operations manual. Administrator Davis indicated he worked with the Management team to update and amend the current policy.

The Board members made the decision to approve this Policy at the meeting.

Trustee Sparks motioned to approve-Revised Library Patron Behavior Policy-Library Operations Manual. Seconded by Trustee Hicks. All in favor. Motion carried.

**Review-Per Capita Grant FY2018 Application Requirements-Due January 15, 2018**

Administrator Davis provided Board members with a document on the Per Capita Grant application requirements. Administrator Davis reviewed several highlighted areas.

## **Review-Per Capita Grant FY2018 Application Requirements-Review Chapter 12- “Safety-Serving Our Public 2.0-Illinois State Library Standards**

Administrator Davis reviewed with Board members Standards for Public Libraries documentation in regards to safety standards. Administrator Davis highlighted and discussed areas that are directly related to the Emergency and Disaster Manual currently in place.

### **Review-Goals FY 2018-1<sup>st</sup> Quarter June to August 2017**

Administrator Davis reviewed with Board members the FY2018 Goals for the period of June 1, 2017 to May 31, 2018.

Administrator Davis highlighted goals already achieved as well as goals in progress.

There was discussion in regards to Trustee training, staffing, collection management and technology goals.

There were no additional questions placed before Administrator Davis at this time.

### **Trustee Comments**

Discuss Library Trustee Article-*Library Hotline*

Administrator Davis provided Board members with a copy of the Trustee Corner segment of the July 2017 Library Hotline. This document was an overview of the roles a library trustee along with several guidelines on related topics.

Administrator Davis discussed several key points with Board members and suggested that they contact him with any questions or concerns. He indicated he felt this was a great tool for Library Trustees.

President Treest: None

Vice President Hutches: None

Trustee Secretary Sparks: Commented that she appreciated the *Library Hotline* article and that it was good to remember the purpose of being a library board member. She indicated Messenger was fortunate to have library supporters as Board members.

Treasurer Berley: Suggested that all Board members be presented with information in regards to the current bond referendum and information in regards to the Library debt payment thru the Village of North Aurora. She asked that Administrator Davis provide to all members for review and knowledge.

Trustee Hicks: Indicated that he was in the process of collecting materials to hand out at the community parade from local vendors. He wanted to provide literature for the many pet owners that attend the community events. He reported that he has received info from Animal House Veterinary Clinic, Au Natural Dog Spa, Pup Parlor, and Mr. Scott's Dog Spa.

Trustee Steed: Inquired on the upcoming SWAN migration and wanted to know more about the "types" of patrons that make up patron codes. Staff member Joanne Galloway provided feedback to include reciprocal borrowers, fee patrons, card holders and taxpayers as examples.

### **Adjournment of Regular Meeting to Executive Session**

President Treest requested a motion from the floor to adjourn the Regular Board Meeting to go into Executive Session at 8:26 p.m. that would be preceded by a brief break .

Trustee Mary Beth Hutches motioned to go into Executive Session. Seconded by Trustee Jim Hicks to go into Executive Session and to temporarily adjourn the regular Library Board of Trustees Meeting.

Tanya Burley moved to open the closed session, and Jim Hicks seconded.

Trustee President Marguerite Treest called the Executive Session to order at: 8:32 p.m.

The Library Board went into Executive Session under provisions provided under the Illinois Open Meetings Act (*ILCS 120/2 (c) (1) and ILCS 120/2 (c) (3)*) to deliberate the appoint of a new Trustee to fill a vacancy on the Board and to discuss personnel matters.

Trustee Mary Beth Hutches made a motion to adjourn the Executive Session and return to the regular Library Board of Trustee meeting. Trustee Jim Hicks seconded the motion. Motion passed.

The Executive Session was adjourned back to the regular Board Meeting at 9:22 p.m.

### **Approval – Appointment of Person to Fill Trustee Vacancy**

Trustee Vice President Hutches motioned to approve the appointment as discussed in the Executive Session of Village of North Aurora resident Dominick Leo to the Board of Trustees to fill the vacancy (until April of 2019) left by the resignation of Justin Kline. Seconded by Trustee Jim Hicks. All approved motion carried.

### **Adjournment of Regular Board Meeting**

Vice President Hutches motion to adjourn the Regular Board meeting. Seconded by Trustee Hicks.

The meeting adjourned at 9:23 p.m.

