



**Messenger Library Board of Trustees | Meeting Agenda**  
**Thursday, January 12, 2023 | 7:00 p.m. | Library Conference Room**

**Meeting Notice**

The regular monthly Board meeting of the Messenger Public Library Board of Trustees will be held on January 12, 2023, at 113 Oak Street in North Aurora, Illinois, 60542.

This meeting is open, and members of the public are welcome to attend. Any person who has a disability requiring accommodations to participate in this meeting should contact the Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

1. Call to Order/Roll Call
2. Additions or changes to the Agenda
3. Approval of Meeting Minutes
  - a. Board Meeting Minutes – Regular Board Meeting December 8, 2022 – Action Required
4. Public Comments
5. Communications
6. Treasurer’s Report – Action Required  
The Board will move to accept the Treasurer’s report and file for audit.
  - Budget vs. Actual
  - Monthly checking account summary
  - Monthly expense report
  - Monthly income report
  - Statements of assets, liabilities, and fund balance
7. Library Director Report
  - a. Departmental Reports

## 8. Old Business

- a. **Marketing Plan Update – Discussion and Action Required**  
Business card templates are available for review. The proposal by Weblinx for website design will be reviewed for approval if needed.

## 9. New Business

- a. **Closed Minute Review –Action Required**  
The board will review Secretary Sparks’ recommendations for Board Closed Meeting Minutes /Recordings (Retention/Destruction) – Up to December 31, 2022
- b. **Damaged Materials Repair and Replacement Policy (CIR6) –Action Required**  
The Board will review and adopt an enhanced policy to assist Circulation in repair or replacement charges applied to patrons.
- c. **Fund Balance Policy (MNG16) – Action Required**  
The Board will review updates to the Fund Balance Policy which include enhanced narrative language and affirming the fund balance levels for financial stability.
- d. **Fund Balance Transfer to Special Reserve – Action Required**  
The Board will review fund balances presented in the annual audit, and many elect to move funds from the Corporate Fund to Special Reserve as a recommended annual action. The amount under discussion is \$225,00 from Corporate to Special Reserves.

## 10. Closed Session – Action Required

*Closed Session Citation: (5 ILCS 120/2) (1) The appointment, employment, compensation, Discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.*

### Return to Open Session

## 11. Director’s Annual Performance Review – Action Required

The result of the closed session discussion regarding the Director’s annual performance review.

## 12. Trustee Open Comments

## 13. Items for next month

## 14. Adjournment

Public Comment: The Board of Trustees graciously welcomes public participation in a meeting. During the “Public Comment” portion of the agenda of the Library Board of Trustee meeting, the President of the Board shall recognize any person requesting to be heard. People speaking during the Public Comment are allotted (3) minutes and shall be permitted to speak during the Public Comment portion of the meeting only once. Citizens should address the Board president when speaking under the Public Comment portion of the Library agenda. Approved – 9/15