

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
January 12, 2023**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:07 pm.

Roll Call: President Saperston, Vice President Steed, Treasurer Berley, Secretary Sparks, Trustee Carlson, and Trustee Cranford.
Trustee Hicks (via Zoom)

Also attending: Director Shannon Halikias and Administrative Assistant Judy Jarvis

Staff attending: Department Heads Mary Malach, Dawn Ritter and Michelle Kurczak

Public attending: None

Additions or changes to Agenda: None

Approval of Meeting Minutes: December 8, 2022, Regular Board Meeting minutes.

Secretary Sparks motioned to approve the December 8, 2022; Regular Board meeting minutes as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Public Comments: None

Treasurer's Report:

Treasurer Berley reported the following for the month of December:

A total net income was reported in the month of December of \$11,408.66.

Expenses in the amount of \$137,526.17 were disbursed. Current assets totaled \$ 3,026,346.81. Check numbers 16977-17014 and Electronic Funds Transfers in the amount of \$137,551.43 were written in December.

Trustee Hicks motioned to approve the Treasurer's report and file for audit. Seconded by Vice President Steed. All in favor. Motion carried.

Library Directors Report

Director Halikias briefly reviewed some of the highlights of her report to include:

- Highlights of the Holiday Open House. Thank you to the staff for all the efforts put forth to make the day a success.
- Technology updates-on boarding with new IT vendor Webit
- Building and Maintenance updates: Adult and CSD workroom upgrades
- Professional Development

Director Halikias reported that utilities were running higher than anticipated this year thus a more in-depth review will take place in planning for next budget year.

Director Halikias reported that the library annual Levy was approved and filed, and the newly designed library logo was well received by the Village of North Aurora as well.

Director Halikias reported that in discussion with the auditor it was agreed upon to complete a yearly transfer of funds from special reserves to cover yearly projects and anticipated expenses as part of the library fund balance policy. Going forward the board will receive financial policy updates to review in the month of January on an annual basis.

Library Department Reports

Administrative Assistant Judy Jarvis reported that the business office was very appreciative of the new laptop to perform financial reporting.

Michelle Kurczak, Head of Youth and Teen Services, reported that staff has been busy planning programs for Spring and Summer. Department staff completed the spring newsletter copy. The department is readying for one full time staff member to be out on maternity leave at the end of January. Other staff will be utilized to help the Youth Services department during this absence.

Dawn Ritter, Head of Adult Services, indicated that the department has been busy with the winter reading program. The staff continue to collect hats for the kindness hat program as well as plan for spring newsletter and summer programs.

Mary Malach, Head of Circulation Services, reported that the 2022 change of address program run by SWAN reported a 200 estimated loss of patrons due to moving out of the service area. This was a lower report from previous years. Staff in near to completion of the ASD inventory.

Old Business:

- Marketing Plan Update-Discussion and Action Required

Director Halikias reported that business card templates were in the process of being designed and developed as well as a webpage design overhaul.

Director Halikias reported that the vendor Weblinks is a local vendor utilized by other area libraries and was a good fit for the library needs.

Trustee Berley motioned to approve the marketing plan update as presented. Seconded by Secretary Sparks. Roll Call Vote: Ayes: Seven (7) President Saperston, Vice President Steed, Treasurer Berley, Secretary Sparks, Trustee Hicks, Trustee Carlson, and Trustee Cranford. Nays: None. All in favor. Motion carried.

New Business

- Closed Minute Review-Action Required

Director Halikias requested this agenda item to be tabled for the next scheduled board meeting.

- Damaged Materials Repair and Replacement Policy (CIR6)-Action required

Director Halikias reported this was an enhanced policy for damaged materials to assist Circulation in repair or replacement charges applied to patrons.

Treasurer Berley motioned to approve Damaged Materials Repair and Replacement Policy (CIR6) as presented. Seconded by Vice President Steed. All in favor. Motion carried.

- Fund Balance Policy (MNG16)- Action Required

Director Halikias provided board members with a revised fund balance policy to include enhanced narrative language and affirming the fund balance levels for financial stability.

Secretary Sparks motioned to approve Fund Balance Policy (MNG16) as presented with discussed amendments and narrative language revisions—to be noted as remove “no less than 6 months” part D page 53. Seconded by Trustee Cranford. All in favor. Motion carried.

- Fund Balance Transfer to Special Reserves- Action Required

Director Halikias presented board members with recommendation to transfer \$225,000 from Corporate Fund to Special Reserves fund on an annual basis each January to keep in line with financial reporting as reviewed and presented in audit.

Treasurer Berley motioned to approve fund balance transfer to Special Reserves as presented. Seconded by Trustee Carlson. Roll Call Vote. Ayes: Seven (7) President Saperston, Vice President

Steed, Treasurer Berley, Secretary Sparks, Trustee Hicks, Trustee Carlson, and Trustee Cranford.
Nays: None. All in favor. Motion carried.

Trustee Open Comments

Steed: Glad to attend the meeting.

Sparks: None.

Cranford: Glad to attend the meeting. Thanks for all the notes and documents provided in the monthly board packet and at the board meeting for Trustees.

Carlson: commented that things seem to be going well at the library.

Saperston: Thanked everyone for all their work at the Holiday Open House. Hope everyone enjoyed the holiday season. Thanked the staff for their work.

Berley: Things are going well from all reporting by Director and staff. Sorry that she missed the Holiday Open House. Great teamwork with staff and Administration.

Hicks: None

Adjournment of Regular Meeting to Closed Session Meeting

Trustee Cranford motioned to adjourn the regular meeting and move to closed session.
Seconded by Trustee Carlson. All in favor. Motion carried. Regular Meeting adjourned at 8:17 pm.