

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

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:04 pm.

Roll Call: President Saperston, Vice President Steed, Secretary Carlson, Treasurer Berley, Trustee Cranford, and Trustee Bailey.
Via Zoom: Trustee Hicks

Also attending: Director Shannon Halikias and Administrator of Business and HR Judy Jarvis

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

Public attending: None

Additions or changes to Agenda: None

Approval of Meeting Minutes: September 14, 2023, Regular Board Meeting minutes.

Trustee Hicks motioned to approve the September 14, 2023; Regular Board meeting minutes as presented. Seconded by Vice President Steed. All in favor. Motion carried.

Public Comments: None

Communications: Director Halikias informed board members that a note of thanks and appreciation was received from a homeowner on Maple Street regarding recent tree removal by the library. The note will be provided at the November board meeting.

Treasurer's Report:

Treasurer Berley reported the following for the month of September:

A total net income was reported in the month of September of \$705,169.51.

Expenses in the amount of \$159,831.73 were disbursed. Current assets totaled \$3,588,516.34. Check numbers 17428-17466 and Electronic Funds Transfers in the amount of \$159,929.09 were written in September.

Secretary Carlson motioned to approve the Treasurer's report and file for audit. Seconded by Trustee Bailey. All in favor. Motion carried.

Library Directors Report

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

- Professional Development
- Informational updates on policies and procedures
- Building and Grounds/HVAC updates
- Staff Development Day Agenda

Director Halikias reported on several library maintenance and building and ground projects that have taken place in the month of September.

Director Halikias reminded Board members of upcoming salary benchmarking and job description review with HR Source.

Library Department Reports

Business and HR Administrator, Judy Jarvis, reported that the month of September was a busy financial reporting month with the annual audit and was pleased that the library had a successful audit once again.

Mary Malach, Head of Circulation Services, thanked Director Halikias and the Board members for the luncheon. It was a nice event, and she was very appreciative of the opportunity for staff to attend.

Dawn Ritter, Head of Adult Services, reported that in the month of September the department offered many events and programs and materials for patrons.

Ms. Ritter reminded board members of the upcoming program hosted by the North Aurora Police Department to include identity theft and scam awareness.

Michelle Kurczak, Head of Youth and Teen Services, announced that September was a busy month once again for department staff. The department is undergoing a picture book relabeling process and is looking forward to the results.

Ms. Kurczak announced that some of the fall programs have already been filled with patron sign ups.

Old Business

- None

New Business

- Proctoring Policy--Action Required

Trustees reviewed and discussed an update of the current proctoring policy.

Director Halikias reviewed the highlighted changes and indicated this was a refresh of the current policy.

Treasurer Berley motioned to approve the Proctoring Policy as presented. Seconded by vice President Steed. All in favor. Motion carried.

- Resolution 02-2023 Levy Resolution to be filed for December 2023-Action required.

Trustees reviewed and voted upon the annual levy resolution necessary to secure funding for the operations of the library.

Treasurer Berley motioned to approve Resolution 02-2023 as presented in the amount of \$2,116,900. Seconded by Trustee Cranford. Roll Call Vote: Ayes: Seven (7) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, Trustee Hicks, and Trustee Bailey. Nays: None. All in favor. Motion carried.

- Resolution 03-2023 .02 Maintenance Levy-Action required.

Trustees reviewed and voted upon the annual .02% building and maintenance resolution necessary to secure funding for the maintenance needs of the library.

Treasurer Berley motioned to approve Resolution 03-2023 as presented. Seconded by Trustee Cranford. Roll Call Vote: Ayes: Seven (7) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, Trustee Hicks, and Trustee Bailey. Nays: None. All in favor. Motion carried.

- Staff Development Day-Discussion

Director Halikias provided the Staff Development Day agenda and invited Trustees to tour the Helen Plum Library with staff.

Trustee Open Comments

Bailey: enjoyed the Trustee, Staff and Volunteer brunch. It was a good time and enjoyed meeting new people.

Cranford: pleased with all the wonderful things taking place at the library.

Carlson: happy that so many things seem to be going well at the library.

Saperston: enjoyed the Trustee, Staff and Volunteer brunch. The library continues to do good things for the community.

Hicks: good meeting.

Berley: pleased with all that is taking place at the library. The staff does a great job, and the staff has board member support.

Steed: enjoyed the Trustee, Staff and Volunteer brunch.

Adjournment of Regular Meeting

Trustee Cranford motioned to adjourn the regular meeting. Seconded by Vice President Steed. All in favor. Motion carried. Regular Meeting adjourned at 8:28 pm.