

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
November 9, 2023**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:03 pm.

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

Via Zoom: Trustee Hicks

Absent: Trustee Cranford

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

Staff attending: Department Heads Michelle Kurczak and Mary Malach.

Public attending: Nick Bava of Sikich L.L.P.

Additions or changes to Agenda: Audit Presentation and Review FY June 1, 2022- May 31, 2023

Mr. Nick Bava of Sikich L.L.P. presented Board members with the annual financial report for the fiscal year ended May 31, 2023, as associated with the annual audit.

Mr. Bava informed Board members of the audit process of review of financial statements and library financial reporting procedures.

Mr. Bava highlighted his presentation to include a summary of the types of reports and report processing used to complete all phases of the annual audit. He reported that there were no management difficulties in the preliminary audit or final audit fieldwork phase and that all records were up to date and readily accessible from the library administrative staff and complete for all fieldwork.

Mr. Bava indicated that the financial statement reporting included the library's net position and capital assets, and fund balance policy were fiscally sound and overall, the library was in good financial standing and operationally in balance for the fiscal year. Mr. Bava reviewed several components of the audit report and financial statements.

Mr. Bava indicated that there were no new accounting policies this year.

Mr. Bava mentioned the Library IMRF pension plan as well as reviewing the property tax assessed valuations.

Mr. Bava thanked the library administration for having all records readily accessible and for their work and attention to detail throughout the fiscal year to help make the annual audit a success.

Mr. Bava concluded his presentation by asking if there were any questions of the Board members. There were no questions placed before Mr. Bava by Board members.

Director Halikias and Board members thanked Mr. Bava for his time and presentation.

Approval of Meeting Minutes: October 12, 2023, Regular Board Meeting minutes.

Trustee Hicks motioned to approve the October 12, 2023; Regular Board meeting minutes as presented. Seconded by Vice President Steed. All in favor. Motion carried.

Public Comments: None

Communications: None

Treasurer's Report:

Treasurer Berley reported the following for the month of October:

A total net income was reported in the month of October of \$226,924.27.

Expenses in the amount of \$156,010.23 were disbursed. Current assets totaled \$3,659,382.32. Check numbers 17467-17518 and Electronic Funds Transfers in the amount of \$156,132.29 were written in October.

Vice President Steed 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:

- Update on Staff Development Day held on October 13th.
- Update on ILA Conference in Springfield
- Update on Job Description Review and Salary Benchmarking Project
- Update of Roof Replacement Project

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

Library Department Reports

Business and HR Administrator, Judy Jarvis, reported that the month of October was a busy financial reporting month.

Ms. Jarvis also reported that she recently attended the HR Source Law Conference and was thankful for the opportunity to attend the event and learn more about upcoming changes to HR laws and policies.

Michelle Kurczak, Head of Youth and Teen Services, reported that October was a busy month for department staff once again.

Ms. Kurczak reported that one staff member was currently out on maternity leave and was happy to report that new mom and baby were doing well.

Ms. Kurczak indicated that the department staff would be busier due to the absence of this team member at this time.

Ms. Kurczak was happy to report that the library will be partnering with the Lions Club for Operation Christmas. More details to follow.

Ms. Kurczak reported that a recent children's program Bluey Party was very well received and attended by over 100 patrons. She was very pleased with the turnout and great job done planning by staff members for the program.

Mary Malach, Head of Circulation Services, was proud to announce that staff had just finished a complete inventory of the library materials. There were over 80,000 items inventoried, checked, and reviewed by staff. Great job and team effort!

Old Business

- None

New Business

- Audit Presentation and Review-Action Required.

The auditing firm of Sikich LLC presented the findings of the annual audit for Fiscal year.

June 1, 2022 -May 31, 2023. The Board reviewed information presented and voted to accept the findings as a record.

Treasurer Berley motioned to accept the Fiscal year audit of June 1, 2022, through May 31, 2023, as presented and reported. Seconded by Vice President Steed. Roll Call Vote: Ayes: Five (5) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, and Trustee Bailey. Nays: None. Absent: One (1) Trustee Cranford. All in favor. Motion carried.

- TIF Joint Review- Board Discussion.

The board was presented with documentation of the upcoming Village of North Aurora TIF Joint Review Board meeting. Director Halikias will provide updates on the meeting once attended.

- Annual Board meeting dates for 2024-Action Required.

Trustees reviewed the proposed meeting dates for the monthly board of trustee meetings for the calendar year 2024.

Board members discussed a proposal to begin meetings at 6:30 pm.

{NOTE: this was proposed to allow department heads that attend to be able to check in with department staff prior to library closing. Meetings are sometimes running into the closing time of the library}

President Saperston asked that this proposal be brought back as an agenda item to give board members absent at the meeting to provide input as well.

At the discussion, three board members indicated they would be happy with a 6:30 start. One board member indicated they would like to keep the 7:00pm start and one board member indicated they would be ok with either start time. One board member did not have a response, one board member was absent.

Vice President Steed motioned to approve the proposed Board of Trustee meeting dates for 2024 as presented. Seconded by Bailey. All in favor. Motion carried.

- Holiday Closings for 2024-Action Required.

The Board of Trustees reviewed the scheduled holiday closings of the library for the calendar year 2024.

Vice President Steed motioned to approve the library holiday scheduled closings for 2024 as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

- Library Director Job Description-Action Required.

In preparation for the scheduled HR Salary and Benchmarking study to begin in November, the Board reviewed a revised job description for the library Director for approval.

The proposed job description was revised with a format more in alignment with standard descriptions for HR benchmarking review. The presented version was streamlined, and more language defined.

Treasurer Berley suggested to remove the words “considerable” throughout the document.

Trustee Bailey motioned to approve the Library Director job description as presented with suggested changes noted. Seconded by Vice President Steed. All in favor. Motion carried.

Trustee Open Comments

Hicks: None

Bailey: Messenger library is on the move! Enjoys all the reports and information. Thank you for the work on the audit. Happy Thanksgiving to everyone.

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

Carlson: thank you for the good work on audit. Pleased with the new policies and HR documentation.

Saperston: thank you to everyone for their continued hard work. Appreciates the work for the audit. Pleased with all that takes place at the library.

Berley: another great library audit. Thank you to the administrative staff for well-done financial work and record keeping.

Steed: enjoys reading the staff monthly reports. Wished everyone a Happy Thanksgiving.

Adjournment of Regular Meeting

Treasurer Berley motioned to adjourn the regular meeting. Seconded by Vice President Steed. All in favor. Motion carried. Regular Meeting adjourned at 8:53 pm.