

**Messenger Public Library of North Aurora
Board of Trustees Meeting Minutes
December 14, 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, Trustee Cranford, and Trustee Bailey
Via Zoom: Trustee Hicks

Staff Attending: Director Shannon Halikias, Department Heads Michelle Kurczak and Dawn Ritter

Public Attending: none

Additions or changes to the agenda: none

Approval of Meeting Minutes: November 9, 2023, Regular Board Meeting minutes.

Trustee Cranford requested striking the board comments attributed to Trustee Cranford as she was not present at the November meeting.

Treasurer Berley motioned to approve the November 9, 2023, Regular Board Meeting minutes with correction. Seconded by Trustee Bailey. All in favor. Motion carried.

Public Comments: none

Communications: none

Treasurer's Report:

Treasurer Berley reported the following for the month of November:

A total net income was reported in the month of September of \$47472.46.

Expenses in the amount of \$155780.01 were disbursed.

Current assets totaled \$3546101.13.

Check numbers 17519-17568 and Electronic Funds Transfers in the amount of \$155827.65 were written in November.

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 highlights from November:

- Job descriptions were revised and updated.
- Staff are helping each other through this season of sicknesses and absences.
- Goal is to release new website and new online calendar in February.
- Winter newsletter went out; Director Halikias received good comments about it.
- Trustees received emails about the new Proofpoint spam filtering. Director Halikias is available to train trustees.
- New computer monitors have been installed in the adult computer lab.
- Circulation Department Head Mary Malach and Director Halikias are discussing new self-checks which will be coming soon.
- Director Halikias met with firms to discuss accessibility improvements to the building at the ILA Conference. She has pamphlets and documentation available for trustees to look at.

- Trustee Bailey and Director Halikias attended the ILA Library Legislative Meetup. They shared handouts and highlights from the session. Trustee Bailey stated that everyone at the meeting seemed to be on the same page and excited.
- Director Halikias is in contact with VONA's finance director Jason Paprocki about whether the library may need to go for a Truth in Taxation Hearing when one of the local TIF districts expires in 2025. Explanation of TIF Districts.
- Director Halikias shared a draft of an MPL Annual Staff Satisfaction Survey and asked for feedback. President Saperston mentioned a potential question about promotional opportunities. Trustee Cranford suggested this is covered via general questions like professional development. Director Halikias discussed the various operational needs for professional and support staff.

Library Department Reports

Head of Youth and Teen Services Michelle Kurczak discussed the progress of the picture book project and thanked all departments for their teamwork in covering during staff absences. Treasurer Berley pointed out the increase in programming attendance and the importance of community outreach such as Goodwin Elementary Choir performing at the Holiday Open House.

Head of Adult Services Dawn Ritter reported Winter Reading and Kindness Hats are underway and going well. Department activities are busy but smooth. She is going to be President of LACONI section Supervisors, Administration, and Managers, which she joined about two years ago. The section board is 8-10 people who plan four workshops for leadership, supervisors, and managers.

Director Halikias shared photos posted to the library's Facebook: gifts donated for Operation Christmas and the Randi Reads book display about the local turkey.

Treasurer Berley asked about a point in Judy's report about the new cleaning crew which started recently. Director Halikias provided a brief overview of the switch.

Old Business

- TIF Joint Review Board Information

Trustees continued discussion of North Aurora TIF districts and future development.

New Business

- Replacement Roof Project – Discussion

Trustees reviewed and discussed notes from Director Halikias and Business and HR Administrator Judy Jarvis's meeting with Kluber Architects based on trustee input about the roof replacement options. Director Halikias cautioned about logistics and communication through this large project with lots of moving parts. She is in touch with the church next door to coordinate parking and space needs during the project. Discussion of public bidding for the project. Trustees will vote on the bid documents in January and the winning bid in February. Project is planned for April and May.

- Public Comment Policy – Action Required

Trustees reviewed and approved updates to the Public Comment Policy. The new policy provides more of a framework for public comment and denotes the President's authority and responsibility.

Trustee Cranford motioned to approve the Public Comment Policy as presented. Seconded by Vice President Steed. All in favor. Motion carried.

- Per Capita Grant – Action Required

Trustees reviewed and approved the annual Per Capita Grant. Director Halikias shared the primary change on this year's report is to certify the library's compliance with the new anti-book banning law.

Secretary Carlson offered suggestions on wording.

Treasurer Berley motioned to approve the Per Capita Grant with corrections. Seconded by Trustee Cranford. All in favor. Motion carried.

Adjourn to Closed Session as per:

All aye for Closed Session beginning at 6:53 p.m.

(5 ILCS 120/2) (from Ch. 102, par. 42 Sec. 2. Open meetings.

(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Treasurer Berley motioned to adjourn to closed session at 8:22 pm. Seconded by Trustee Cranford. All in favor. Motion carried.

Treasurer Berley motioned to return to open session at 8:22 pm. Seconded by Trustee Cranford. All in favor. Motion carried.

Return to Open Session

- Salary Study Results – Action Required

After an extensive analysis project with HR Source and revision of job descriptions, The Board approved the revised salary scales as presented, effective for FY 24/25. The Director will present more information on budget impact and benefits at the time of Budget presentation for FY 24/25. The review process is expected to be revised for the following fiscal year.

Trustee Cranford made a motion to accept the salary scales as presented for the 37.5 workweek effective for FY 24/25. The motion was seconded by Vice-President Steed. All in favor. Motion Carried.

Trustee Open Comments:

Trustee Cranford expressed appreciation for the work and analysis done to bring the scales forward for greater wage equity. Other Trustees expressed appreciation for the work and revision to descriptions and scales.

Motion to adjourn at 9:26 All Aye. Motion carried.