

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

**Call to Order:** President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:02 pm.

**Roll Call:** President Saperston, Treasurer Berley, Secretary Sparks, Trustee Carlson, and Trustee Cranford.  
Trustee Hicks and Vice President Steed (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:** Katy Howell

**Additions or changes to Agenda:** None

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

Treasurer Berley motioned to approve the January 12, 2023 Regular Board meeting minutes as presented. Seconded by Trustee Cranford. All in favor. Motion carried.

**Approval of Meeting Minutes:** January 12, 2023, Closed Session meeting minutes.  
Trustee Cranford motioned to approve the January 12, 2023 Closed session meeting minutes as presented. Seconded by Trustee Carlson. All in favor. Motion carried.

**Public Comments:** Katy Howell, NAMC President formally invited Board members to upcoming annual gala on February 25<sup>th</sup>.

**Treasurer's Report:**

Treasurer Berley reported the following for the month of January:

A total net income was reported in the month of January of \$10,527.41

Expenses in the amount of \$172,297.00 were disbursed. Current assets totaled \$2,864,313.35. Check numbers 17015-17074 and Electronic Funds Transfers in the amount of \$173,416.55 were written in January.

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

## **Library Directors Report**

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

- Policy updates forthcoming for 2024 Paid time off legislation
- Newsletter redesign updates
- Building and Maintenance updates
- Professional Development

Director Halikias reported that the library insurance renewal will most likely have a new carrier as premium rates were projected for a 30 % increase. More information will be forthcoming.

Director Halikias reported that new maintenance projects have taken place. New faucets were installed in public and staff restrooms and a quote is in process for upgrades to water fountains.

Director Halikias reported that the Spring newsletter was in process and she was excited for the board to consider and approve changes to take place with a new vendor for design implementation beginning Summer 2023.

## **Library Department Reports**

Administrative Assistant Judy Jarvis reported that the month of January was a busy month with maintenance projects and financial processing.

Administration/HR was also pleased to report that 6 staff members enrolled in the library 457B fund plan in the past quarter.

Michelle Kurczak, Head of Youth and Teen Services, reported that one department staff member is currently on maternity leave and doing well. Thanked other department staff for helping when needed.

Ms. Kurczak also reported that it has been good working with new IT vendor WEBIT as well. The department is also looking forward to working with a new newsletter designer as well.

She recently represented the library by attending a job fair at Aurora Christian school that was attended by 220 students.

She is excited for a new project for the library picture book collection (6000+ books) to take place beginning in the fall.

Dawn Ritter, Head of Adult Services, indicated that the department has been busy with many projects. The kindness hat program came to a close with 434 hats collected as well as 20 pairs

of mittens. This program continues to be well received and items produced and collected for the community.

Ms. Ritter indicated that IT vendor WEBIT has been very good to work with and the department is also looking forward to working with a new newsletter designer as well.

A new database A to Z database will be introduced soon to staff and patrons.

Mary Malach, Head of Circulation Services, reported that the library is seeing a steady increase in patrons. Study room requests have doubled from previous months and department staff continue to be busy with projects.

Director Halikias provided board members with information regarding the following:

Park benches: to have placed on building grounds to replace current worn out benches and provide more space for patrons to enjoy the outdoors.

Reference desk/circulation desk concept: after a meeting on 2/9/2023 this project will be on hold due to escalating materials costs. Hope for prices to come down in the future as well as looking at modular options instead.

#### **Old Business:**

- Marketing Plan Update-Discussion

Director Halikias reported that Weblinx completed the library letterhead and business card redesign and board members were encouraged to review the project brief presented and provide their thoughts and input.

#### **New Business**

- Closed Minute Review-Action Required

Director Halikias presented board members with document for review and recommendations for closed meeting minutes and closed meeting recordings.

Vice President Steed motioned to approve the closed meeting minutes and closed meeting recording review as presented. Seconded by Trustee Carlson. All in favor. Motion carried.

- Newsletter Designer Selection-Action Required

Director Halikias reported a candidate was selected and department heads and staff were looking forward to working together on new newsletter design concepts. Director Halikias reported that there is a cost difference and savings as the cost came in lower for the library than the current contracted vendor.

Secretary Sparks motioned to approve the newsletter designer selection as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

- Patron Code of Conduct Policy/CUS#2-Action Required

Director Halikias provided board members with suggested updates to modernize the current behavioral policy CUS#2 on file and discuss incident reporting procedures to standardize the response process.

Director Halikias indicated the document presented included updated statements, easier to define language/ terminology and clearer defined means for incident reporting.

Board member inquired on subject of “vaping” and how it would be addressed in library under current no smoking policy. Board member suggestion to include to proposed policy.

Treasurer Berley motioned to approve the proposed Patron Code of Conduct Policy as presented to include mentioned and discussed amendments. Seconded by Trustee Cranford. All in favor. Motion carried.

- Budget Planning Process and Overview-Discussion

Director Halikias informed Board members that she was working on the next fiscal year budget and will provide information at the upcoming March board meeting for review.

- Position Title Change-Action Required

Director Halikias requested to change the title for one Administrative position in the library, category class to remain the same. This action is to better clarify the role of the employee for library business purposes.

Treasurer Berley motioned to approve the position title change from Assistant Director of Business and Human Resources to Administrator of Business and HR. Seconded by Trustee Sparks. All in favor. Motion carried.

## **Trustee Open Comments**

Steed: Knowing that there will be hyperlinks in newsletter is good.

Sparks: Excited for all the upcoming changes and glad everything is going well.

Cranford: Excited for all that is happening at the library and pleased to hear that patrons are coming back in greater numbers.

Carlson: Looking forward to the new newsletter design and glad that things are going well.

Saperston: Happy to hear of all the good things taking place in the library.

Berley: Happy and pleased with the library and all that the staff does for the patrons.  
Teamwork!

Hicks: None

### **Adjournment of Regular Meeting**

Trustee Cranford motioned to adjourn the regular meeting. Seconded by Treasurer Berley. All in favor. Motion carried. Regular Meeting adjourned at 8:36 pm.