



Messenger Library Board of Trustees | Meeting Agenda
Thursday, February 9, 2023 | 7:00 p.m. | Library Conference Room

Meeting Notice

The regular monthly Board meeting of the Messenger Public Library Board of Trustees will be held on February 9, 2023, at 113 Oak Street in North Aurora, Illinois, 60542.

This meeting is open, and members of the public are welcome to attend. Any person who has a disability requiring accommodations to participate in this meeting should contact the Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

1. Call to Order/Roll Call
2. Additions or changes to the Agenda
3. Approval of Meeting Minutes
 - a. Board Meeting Minutes – Regular Board Meeting January 12, 2023 – Action Required
 - b. Board meeting Minutes – Closed Session January 12, 2023 – Action Required
4. Public Comments
5. Communications
6. Treasurer’s Report – Action Required

The Board will move to accept the Treasurer’s report and file for audit.

 - Budget vs. Actual
 - Monthly checking account summary
 - Monthly expense report
 - Monthly income report
 - Statements of assets, liabilities, and fund balance
7. Library Director Report
 - a. Departmental Reports

8. Old Business

a. Marketing Plan Update – Discussion

Board members will be invited to provide feedback of desired components of the next generation of the website, information is compiled for Weblinx project brief.

9. New Business

a. Closed Minute Review –Action Required

The board will review Secretary Sparks’ recommendations for Board Closed Meeting Minutes /Recordings (Retention/Destruction) – Up to January 31, 2022

b. Newsletter Designer Selection –Action Required

The Board will review and accept the new vendor relationship for newsletter designer services, beginning summer.

c. Patron Code of Conduct Policy/CUS #2 – Action Required

The Board will review updates to modernize the Behavior/CUS#2 policy currently on file and discuss incident procedures to standardize the response process.

d. Budget Planning Process and Overview– Discussion

The Director will share suggested dates and processes for budget planning and provide known information at this time.

e. Position Title Change – Action Required

This action will change the official title for one administrative position in the Library, category class remains the same.

10. Trustee Open Comments

11. Items for next month

12. Adjournment

Public Comment: The Board of Trustees graciously welcomes public participation in a meeting. During the “Public Comment” portion of the agenda of the Library Board of Trustee meeting, the President of the Board shall recognize any person requesting to be heard. People speaking during the Public Comment are allotted (3) minutes and shall be permitted to speak during the Public Comment portion of the meeting only once. Citizens should address the Board president when speaking under the Public Comment portion of the Library agenda. Approved – 9/15