

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
April 13, 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, Vice President Steed, Secretary Sparks, Treasurer Berley, Trustee Cranford, and Trustee Carlson.
Trustee Hicks (via Zoom)

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

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

Public attending: None

Additions or changes to Agenda: None

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

Vice President Steed motioned to approve the March 9, 2023; Regular Board meeting minutes as presented. Seconded by Trustee Cranford. All in favor. Motion carried.

Public Comments: None

Treasurer's Report:

Treasurer Berley reported the following for the month of March:

A total net income was reported in the month of March of 11,737.32.

Expenses in the amount of \$133,659.65 were disbursed. Current assets totaled \$2,593,522.93. Check numbers 17123-17159 and Electronic Funds Transfers in the amount of \$133,612.90 were written in March.

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:

- FY2024 Budget Preparation

- Webpage redesign updates
- Building and Maintenance updates
- Professional Development

Director Halikias reported March was a busy month to include budget meetings with department heads, website design meetings, newsletter design meetings as well as on-going library projects at end of fiscal year and upcoming fiscal year planning.

Director Halikias reported on building projects and enhancements completed throughout the library to include touch free door assists on public restrooms and improved signage holders for newsletters.

Director Halikias thanked staff for taking on extra duties while she was on vacation.

Director Halikias thanked the members of the Joy Luck Club for providing a fantastic week of staff appreciation.

Library Department Reports

Business and HR Administrator Judy Jarvis reported that preliminary and final audit has been scheduled with the library auditors and more information will be forthcoming.

Ms. Jarvis thanked staff for assisting the Administrative Department while Director Halikias was on vacation and conveyed a heartfelt thank you to Secretary Sparks for all her support of the administrative department over the past 8 years.

Michelle Kurczak, Head of Youth and Teen Services, reported that March was a busy month for the department. Highlights included the arrival of the summer reading book badge books. The books are in both English and Spanish this year for patrons.

Ms. Kurczak informed Board members that summer reading plans are underway for all ages.

The department is excited for the return of staff member from maternity leave. Ms. Kurczak thanked the staff for taking on extra duties during this time.

Mary Malach, Head of Circulation Services, reported that the department staff are excited to receive the tiny art program submissions returned by patrons. This program has shown great interest from patrons. The department has finished inventory of the Adult and Teen materials.

Ms. Malach reported that a vacant department staff position has been filled and a new staff member will be coming aboard in May. Ms. Malach thanked all her staff for taking on more duties in recent weeks.

Dawn Ritter, Head of Adult Services, indicated that March was a busy month.

Ms. Ritter indicated that she is happy that a great deal of community partnerships have developed as she recently celebrated her first full year with the library.

Ms. Ritter is excited for some community programs to be held at the library in conjunction with the North Aurora fire department.

Ms. Ritter indicated that staff has been busy planning library programs and working on summer reading program.

Old Business:

- Marketing Plan Update-Status update

Director Halikias provided board members with a mockup of a new design of the website for their review. Staff are excited about the changes and looking forward to rolling out the new website to patrons.

New Business

- Trustee Elections-Discussion and Action Required

Trustees reviewed the election results and had an opportunity to discuss position appointments in advance of new terms beginning in May.

- Personnel Policy Update: Leave of Absence without Pay-Action Required

The Board reviewed updates to provide employee guidance for leave of absences without pay. Discussions took place at the March 9, 2023, board meeting. Additional clarification of the policy was provided for approval.

Secretary Sparks motioned to approve Personnel Policy Update- Leave of Absence without Pay as presented. Seconded by Trustee Carlson. All in favor. Motion carried.

- Budget Planning Discussion and Set Committee of the Whole Meeting-Action Required

Director Halikias requested meeting dates for a Committee of Whole meeting for budget planning discussion and review. President Saperston proposed meeting date of April 25th.

Treasurer Berley motioned to approve April 25th for Committee of Whole Budget Planning meeting as proposed. Seconded by Trustee Cranford. All in favor. Motion carried.

- Closing for Staff Development Day at Library Conference-Discussion and Action Required.

The board discussed the request for an additional Staff Development day on Saturday, June 24th to take all staff to the ALA conference held in Chicago, as it is a local event.

Director Halikias provided additional information on options for travel and transportation and a meal break for this event.

Trustee Cranford motioned to approve the June 24th closing of the library for additional staff development day as proposed. Seconded by Vice President Steed. All in favor. Motion carried.

Director Halikias informed Board members of upcoming events that board members are invited to attend on behalf of the library.

LACONI Trustee Banquet (April 19th)

Community Foundation of the Fox River Valley Gala Event (October 7th)

Trustee Open Comments

Steed: None.

Sparks: MPL is a fabulous library staffed by wonderful people. She has enjoyed working with all the staff and board members over the past 8 years and will continue to be an a patron and community member even though her board member service is ending. It has been a fun time being a Trustee. Thanks to everyone!

Cranford: Very pleased with everything. Great job everyone!

Carlson: Happy with all the great things taking place at the library.

Saperston: Thank you to Secretary Sparks for 8 years of service on the library board. He is also pleased with all the great things taking place at the library. Thank you to everyone for the continued hard work.

Berley: Always happy with what is taking place at the library and all that the staff do for the patrons.

Hicks: Very good meeting. Very informative.

Adjournment of Regular Meeting

Secretary Sparks motioned to adjourn the regular meeting. Seconded by Trustee Cranford. All in favor. Motion carried. Regular Meeting adjourned at 8:35 pm.