

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
May 11, 2023**

**Call to Order:** President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:08 pm.

**Roll Call:** President Saperston, Treasurer Berley, Trustee Cranford, and Trustee Carlson.

Absent: Vice President Steed and Trustee Hicks.

NOTE: Trustee Hicks joined the meeting via Zoom at 8:04 pm.

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:** Jeff Dady of A-1 Landscaping and Maintenance

**Additions or changes to Agenda:** Move New Business Item A: A-1 Landscaping review of proposal for concrete work to start of Agenda after Public Comments.

**Election/Re-affirmation of Board Officers:** President Saperston inquired of board members present if any member wished to fill the vacant Board Secretary position. Trustee Cranford indicated she was happy with the trustee position and did not wish to accept the invitation to be Secretary at this time. Trustee Carlson indicated she would accept the invitation.

Treasurer Berley motioned to approve Trustee Peggy Carlson as Board Secretary. Seconded by Trustee Cranford. All in favor. Motion carried.

President Saperston inquired as to whether any board member at this time was interested in changing current board titled positions. Treasurer Berley indicated she would continue as Treasurer. President Saperston indicated he was happy with the President position and would continue as well. Vice President Steed was absent. President Saperston indicated with no objections Steed would remain as Vice President. There were no objections recorded.

Trustee Cranford motioned to affirm board titled positions as follows: Treasurer Berley, President Saperston and Vice President Steed. Seconded by Secretary Carlson. All in favor. Motion carried.

**Approval of Meeting Minutes:** April 13, 2023, Regular Board Meeting minutes.

Treasurer Berley motioned to approve the April 13, 2023; Regular Board meeting minutes as presented. Seconded by Trustee Cranford. All in favor. Motion carried.

Approval of Meeting Minutes: April 25, 2023, C.O.W. Board Meeting minutes.

Treasurer Berley motioned to approve the April 25, 2023; C.O.W. Board meeting minutes as presented. Seconded by Trustee Cranford. All in favor. Motion carried.

**Public Comments:** None

Presentation: Jeff Dady of A1- Landscaping and Maintenance reviewed proposal for installation of concrete pads in rear lawn are by Youth Department to serve for outside programming.

Mr. Dady reviewed the proposal for materials and fielded questions in regard to scope of work and suggested materials for project.

Director Halikias proposed that funding for this proposed project come from the library funds in the Community Foundation of the Fox River Valley.

Director Halikias and Mr. Dady led Board members to the area of proposed work to provide a better scope of the project.

Board members returned to the meeting room at 8:08 pm and discussed materials options, color options and agreed to proceed with the project as discussed and reviewed.

Board members thanked Mr. Dady for his proposal and project discussion.

**Treasurer's Report:**

Treasurer Berley reported the following for the month of April:

A total net income was reported in the month of April of \$58,565.21.

Expenses in the amount of \$177,997.70 were disbursed. Current assets totaled \$2,474,112.51. Check numbers 17160-17212 and Electronic Funds Transfers in the amount of \$178,049.63 were written in April.

Treasurer Berley indicated that she had no questions on the monthly reports.

Treasurer Berley thanked the Administration for information on Illinois Funds accounts.

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

**Library Directors Report**

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

- Events include National Library Week and staff appreciation week.
- Redesigned Newsletter copy
- Building and Maintenance updates
- Professional Development

Director Halikias reminded Board members of upcoming LACONI Trustee banquet.

Director Halikias reported on some of the library building and maintenance projects taking place as well as a patron issue with programming.

### **Library Department Reports (in interest in time constraints)**

Business and HR Administrator Judy Jarvis had nothing new to report at this time.

Michelle Kurczak, Head of Youth and Teen Services, provided a sample of summer reading challenge logs and daily reading tracker.

Mary Malach, Head of Circulation Services, had nothing new to report at this time.

Dawn Ritter, Head of Adult Services, indicated that April was a very busy month for the department.

### **Old Business:**

- None

### **New Business**

- Rear Patio Installation Quote and Plan Review-Action Required

The Board reviewed proposed drawings and quotes for rear patio installation for programming on the rear lawn area. Funding will be provided by the Community Foundation of the Fox River Valley.

Treasurer Berley motioned to approve rear patio installation quote as presented for \$ 11,570.00 for materials/labor as quoted and \$ 2080.00 for integral color as quoted and presented combined for \$ 13,650.00 \* with possible additional charges for material removal.

Seconded by Trustee Cranford. Roll Call Vote: Ayes (5) President Saperston, Treasurer Berley, Secretary Carlson, Trustee Cranford, and Trustee Hicks. Nays: None. Absent: (1) Vice President Steed. All in favor. Motion carried.

- Meal and Rest Break Personnel Policy-Action Required.

The Board reviewed the proposed updated meal, rest, and lactation break policy for library staff members.

Treasurer Berley motioned to approve the meal and rest policy and lactation break policies as presented. Seconded by Secretary Carlson. All in favor. Motion carried.

- Booksale Policy -Action Required

The Board reviewed the new book sale policy for an on-going book sale in the library.

Director Halikias suggested an on-going book sale within the library by the Circulation desk as opposed to the annual book sale that traditionally took place during North Aurora Days in the library main meeting room.

Director Halikias indicated that books currently housed in offsite storage are in the process of being purged from the area.

Director Halikias suggested a good faith box for funds collected for revenue and then deposited to the Community Foundation fund for future usage.

Treasurer Berley commented that she would like to see the price of an item reduced from \$3.00 to \$1.00 for this policy.

Trustee Cranford motioned to approve the Booksale policy with the revision of charging \$1.00 per item as proposed. Seconded by Trustee Carlson.

- Audit Engagement Confirmation-Discussion

Director Halikias reminded Board members of upcoming Preliminary and Final Audit taking place with Sikich LLC per contract. Business and HR Staff will be working with the auditors as part of the annual financial review process.

- Budget for FY23/24-Discussion and Action required.

The Board reviewed the proposed budget for fiscal year 23/24 revised with feedback received from the C.O.W meeting on 4/25/2023 as well as meeting with VONA Finance Officer.

Director Halikias reviewed the proposed budget and indicated she is confident that the revenue and expense projections are in line with library special reserve recordings.

Director Halikias felt confident about the budget proposal and would suggest going for a full TITA for the 2025 Budget.

Director Halikias also recommended the library consult with a financial planner on library funding later this year or early next year as well.

Treasurer Berley motioned to approve the Budget for FY23/24 as presented. Seconded by Secretary Carlson. All in favor. Motion carried.

- Ordinance 01-2023 Budget and Appropriations Ordinance for FY23/24-Action required.

Board members reviewed the annual ordinance that denotes the budget and legal appropriation necessary to secure operational funding for the library. This ordinance is provided to the Village of North Aurora.

Treasurer Berley motioned to approve Ordinance 01-2023 as presented. Seconded by Secretary Carlson. Roll call vote: Ayes: (5) President Saperston, Treasurer Berley, Secretary Carlson, Trustee Hicks and Trustee Cranford. Nays: None. Absent (1) Vice President Steed. All in favor. Motion carried.

### **Trustee Open Comments**

Steed: Absent.

Cranford: Very pleased with everything. Keep up the good work.

Carlson: None

Saperston: Thank you to everyone for the continued hard work. Great to see a full parking lot and people coming to the library.

Berley: Enjoys the monthly department reports. Bravo to the staff for all that they do for the patrons.

Hicks: none

**Adjournment of Regular Meeting**

Trustee Cranford motioned to adjourn the regular meeting. Seconded by Trustee Carlson. All in favor. Motion carried. Regular Meeting adjourned at 9:08 pm.