

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
June 8, 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, Trustee Cranford, and Secretary Carlson.
Via Zoom: Vice President Steed and Trustee Hicks.

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: Darlene Bailey

Additions or changes to Agenda: None

Approval of Meeting Minutes: May 11, 2023, Regular Board Meeting minutes.

Trustee Cranford motioned to approve the May 11, 2023; Regular Board meeting minutes as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

Public Comments: President Saperston asked Darlene Bailey to give a brief background of herself and her interest in being considered for board member trustee vacancy.

Ms. Bailey provided board members with a brief history of her background and her interest in community involvement. Ms. Bailey was a previous North Aurora resident and moved back again over a year ago and is very interested in becoming a board member. She is very much appreciative of all that the library offers to the community and would like to serve and give back to the community.

Treasurer's Report:

Treasurer Berley reported the following for the month of May:

A total net income was reported in the month of May of \$91,738.29.

Expenses in the amount of \$177,185.39 were disbursed. Current assets totaled \$2,388,643.34. Check numbers 17213-17271 and Electronic Funds Transfers in the amount of \$177,332.21 were written in May.

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

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

Library Directors Report

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

- Final Budget/New Fiscal year
- Redesigned Newsletter copy
- Building and Maintenance updates
- Professional Development

Director Halikias reported on several projects that took place in the month of May to include a purge of the records room, a clean out of the garage area and tree removal and clean up on Maple Street.

Library Department Reports

Business and HR Administrator Judy Jarvis reported that the new fiscal year began on June 1st and Preliminary audit of FY2023 will take place on Friday, June 9th.

Michelle Kurczak, Head of Youth and Teen Services, announced that Summer Reading was officially underway. The Department was excited to announce that extra programs were added to the schedule of events this year.

Staff conducted summer reading outreach events at local schools to promote the kickoff. A magic show took place at the library and the summer reading challenge began. Staff are excited for the summer programs and the number of patrons taking place in the challenge is growing.

Dawn Ritter, Head of Adult Services, indicated that May was a very busy month for the department. Summer reading is going well, and more adult patrons are asking about summer reading.

Local history material inventory has taken place and phase 2 of the process will begin shortly.

Mary Malach, Head of Circulation Services, indicated May was a busy month for the staff as well. 25 new library cards were issued this week and the staff has processed a large volume of returns as well.

The department welcomed new staff member Valerie Iglar-Mobley and is happy to have her on the team.

Staff members Kim McNeil-Kish and Valerie Iglar-Mobley packaged many envelopes of seeds for the seed library.

New residents at Asbury Gardens have joined the library materials delivery program and this has been a good partnership per the Activity director.

Trustee Cranford commented that she would like to see more programs and classes for seniors added to the library schedule as well.

Old Business:

- Rear Patio Installation-Update

Director Halikias reported that the permit has been received from the Village of North Aurora and a schedule for installation is forthcoming. Board members were provided a color palate of choices and were asked for consensus on concrete color for discussion and approval.

A majority of the board members agreed on the color choice of Sienna.

Treasurer Berley indicated that she took another look at the suggested area for patio installation and suggested a sidewalk also be installed to ensure safety as well.

A new entrance reconfiguration to have more handicapped accessible parking and entry way closer to the main entrance was also mentioned. Director Halikias indicated this would be investigated and discussed at future meetings.

New Business

- Affirmation of Trustee List and Details-Discussion

Trustees reviewed the listing and Trustee Cranford noted an error to be corrected.

Director Halikias noted the correction to take place.

The document with correction would be certified by Secretary Carlson and submitted to file.

- Materials Selection and Management Policy-Action Required.

The Board reviewed the proposed updated policy for materials management, selection, and reconsideration.

Director Halikias informed board members of the importance of this policy and update to inform patrons of the role of the library and what the library stands for. The updated policy consideration is also part of the guidelines for serving the public standards as well as maintaining balance within materials collection development.

The Director has full authority for materials and selections as well as informing patrons of patron responsibility of determining what materials are deemed appropriate for their children.

The result of this proposed update in policy is to achieve a balanced collection for the patrons.

Director Halikias thanked Michelle Kurczak, Department head of Youth and Teen Services, for her exemplary efforts and editing skills utilized in this document preparation.

Trustee Cranford suggested that this policy be made into a handout for patrons as informational material.

Treasurer Berley motioned to approve the materials selection and management policy as presented. Seconded by Trustee Cranford. All in favor. Motion carried.

Trustee Open Comments

Steed: materials selection and management policy well done.

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

Carlson: inquired as to when the patio work will begin.

Saperston: Thank you to everyone for the continued hard work.

Berley: would like the library to be nominated for all the work and efforts made in serving the community. Continues to be happy with the variety of programming offered by the library.

Hicks: very good and informative meeting.

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 8:43 pm.