

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
August 10, 2023**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:05 pm.

Roll Call: President Saperston, Secretary Carlson, Trustee Cranford, and Trustee Bailey.
Via Zoom: Trustee Hicks
Absent: Vice President Steed and Treasurer Berley

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

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

Public attending: None

Additions or changes to Agenda: None

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

Trustee Carlson motioned to approve the July 13, 2023; Regular Board meeting minutes as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Public Comments: None

Communications: None

Treasurer's Report:

In the absence of Treasurer Berley, the following was reported by Administrator of Business and HR Judy Jarvis per the request of President Saperston. The following was reported for the month of July.

A total net income was reported in the month of July of \$151,653.02.

Expenses in the amount of \$163,110.39 were disbursed. Current assets totaled \$3,152,518.27. Check numbers 17340-17385 and Electronic Funds Transfers in the amount of \$1163,181.63 were written in July.

There were no unusual items reviewed or reported in the month of July per the Business office.

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:

- End of Summer programs/North Aurora Days Participation
- Fall Newsletter
- Patio Installation update/Building and Maintenance updates
- Professional Development

Director Halikias also reported in July HVAC and electrical reviews were done after a strange odor was detected by staff in the Adult Services area. After a complete investigation the odor could not be determined.

Director Halikias reported tree maintenance will be done in areas surrounding the library to ensure no danger to neighboring houses.

Director Halikias announced upcoming events to include the return of the annual Trustee, Volunteer and Staff Brunch and annual ILA Conference.

Library Department Reports

Business and HR Administrator Judy Jarvis reported that new Facilities maintenance staff member Tom Golden is officially on board and brings a great deal of valuable maintenance experience to the library.

Ms. Jarvis also reported that the annual final audit will take place in September. She is also excited and grateful for the opportunity to attend the upcoming HR Source Legal Conference in November.

Mary Malach, Head of Circulation Services, indicated it was a busy summer, fun events have taken place and the department staff is now moving on to planning National Library Card month in September.

Michelle Kurczak, Head of Youth and Teen Services, announced that July was a busy month as well and the department staff have been busy with back-to-school programs.

The staff and patrons are looking forward to the fall programs as well. The foam party was a huge success as an end of summer program and patrons are already asking for a return event to take place again.

Dawn Ritter, Head of Adult Services, indicated that the department has received 7 applications for the tablets for seniors' program. The goal is set at 8. Scheduling of instruction sessions will begin soon. The department reported a great summer Reading program participation this year.

Old Business

- Patio Installation-Update

A review of the patio project, and walkabout invitation for Trustees to view the progress.

New Business

- Security Camera policy-Action Required

Trustees will review and discuss proposed updates to the security camera policy as presented.

Director Halikias reviewed the suggested proposed changes and provided a copy of the current policy for board review.

Key changes noted for revision included the library code of ethics and recording of public spaces being subject to video and camera recording for patron and staff safety concerns.

Clarification of data storage and image recordings and access to such data for vendor contract and administration review. Usage and disclosure of recordings and image sharing components were also revised.

Trustee Cranford motioned to approve the Security Camera policy as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

- Staff Development Day-Discussion

The Board reviewed the plans for Staff Development Day on Friday, October 13th. Trustees were invited to attend the tour portion of the Lombard Public Library along with the staff.

A copy of the agenda was provided for Trustees to review.

Trustee Open Comments

Bailey: no comment.

Cranford: liked the new magnets with the new logo. There are so many things happening at the library that she is excited about. The staff is doing a great job. She is happy for the local history grant training program. Kudos to everyone who worked on the program.

Carlson: looks like things are going great. Good summer at the library.

Saperston: Thank you to everyone for the continued hard work. Glad that the anti-book banning bill passed the legislation.

Hicks: No comment.

Berley: Absent.

Steed: Absent.

Adjournment of Regular Meeting

Secretary Carlson motioned to adjourn the regular meeting. Seconded by Trustee Bailey. All in favor. Motion carried. Regular Meeting adjourned at 7:56 pm.