

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
January 11, 2024**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:04 pm.

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

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

Staff attending: Department Heads Michelle Kurczak and Dawn Ritter

Public attending: Clayton Haldeman & Parnell Tesoro of Kluber, Inc.

Additions or changes to Agenda: None

Approval of Meeting Minutes: December 14, 2023, Regular Board Meeting minutes.

Vice President Steed motioned to approve the December 14, 2023; Regular Board meeting minutes as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

December 14th Closed Session Board Meeting Minutes

Trustee Bailey motioned to approve the December 14, 2023; Closed Session meeting minutes as presented. Seconded by Secretary Carlson. All in favor. Motion carried.

Public Comments: None

Presentations

Clayton Haldeman and Parnell Tesoro of Kluber, Inc. presented the Board members with roof replacement project scope review.

Mr. Haldeman reviewed the upcoming bidding process and confirmed February 1st to be the scheduled bid opening for the project.

Mr. Haldeman indicated that Kluber will conduct a scope review of the bidders and present their findings/analysis at the February 8th board meeting.

The project is scheduled to begin on April 1st and be completed by June 1st. The library will be open through the construction process and there will be minimal effects on operations.

There was discussion about materials, safety for staff and patrons, noise control, insulation and existing materials and lifespan of materials used.

Kluber, Inc. will send all bid documents to the Village of North Aurora and start the permit process as well once the final bid is approved.

Treasurer Berley motioned to approve the roof replacement project as presented by Kluber Inc. Seconded by Trustee Bailey. Roll Call Vote: Ayes (6) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, and Trustee Bailey.
Nays: None. All in favor. Motion carried.

Communications: None

Treasurer's Report:

Treasurer Berley reported the following for the month of December:

A total net income reported in the month of December of \$16,768.53

Expenses in the amount of \$162,607.67 were disbursed. Current assets total \$3,396,882.88. Check numbers 17569-17608 and Electronic Funds Transfers in the amount of \$166,060.78 were written in December.

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

Library Directors Report

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

- Professional Development
- Informational updates on policies and procedures
- Building and Grounds/HVAC updates
- Staff Events and Training

Director Halikias reported that the Holiday Open house was well attended. Staff appreciated the holiday party and Operation Christmas continues to receive overwhelming community support.

Director Halikias reported that December was a busy month. All staff completed state of Illinois mandated Sexual Harassment training by deadline.

First Amendment auditors are appearing at nearby libraries. Staff recently received training on how to handle these situations as well.

Library Department Reports

Business and HR Administrator, Judy Jarvis, thanked Director and staff for all their help and support during her recent illness.

Ms. Jarvis reported that her office continues to work to get caught up with deadlines and focus on the month of January for many financial reporting deadlines.

Michelle Kurczak, Head of Youth and Teen Services, announced that December was a busy month for department staff. The picture book project continues and thanks to all staff for their assistance. The department is looking forward to the return of staff member Juliet at the end of January.

Dawn Ritter, Head of Adult Services, reported the month of December was a busy month as well. Department staff are excited to be working on a new library calendar.

Old Business

- Replacement Roof Project-Discussion and Action Required

Board members reviewed the Kluber, Inc. presentation and voted to accept the bidding process for the project.

New Business

- COVID 19 Update & Discussion- Discussion and Action Required

Director Halikias reported that the library COVID pay policy had expired but suggests renewing it so that staff have the option to stay home when they are sick and contagious.

The CDC still recommends 5 days of quarantine or 10-20 days for severe cases. This policy would cover staff during the five suggested days of quarantine. This policy is not applicable to family care.

Remote work may be allowed on a case-by-case basis depending also upon job duties and responsibilities.

President Saperston in favor of renewal for positive test and applies for once a year.

Trustee Cranford suggests continuing to make masks available to staff and patrons as well as hand sanitizer.

Director Halikias also stated that she would like this policy to be reviewed on a quarterly basis with the board.

Treasurer Berley motioned to approve the COVID 19 Update as presented. Seconded by Trustee Cranford. All in favor. Motion carried.

- Fund Balance Transfer to Special Reserve-Action Required

Trustees reviewed fund balance presented in the annual audit and may select to move funds from Corporate to Special Reserve as recommended annual action. The amount under discussion is \$200,000 from Corporate to Special Reserves.

Treasurer Berley motioned to approve Fund Balance transfer in the amount of \$200,000 as presented. Seconded by Vice President Steed. Roll Call Vote: Ayes: Seven (6) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, and Trustee Bailey. Nays: None. All in favor. Motion carried.

Trustee Open Comments: None recorded

Adjournment of Regular Meeting to Closed Session at 8:20 p.m.

Closed Session Opened at 8:20 p.m.

Return to Open Session at 9:42 p.m.

Trustee Berley moved to raise Director Halikias' salary 7% . Motion seconded by Trustee Cranford.

ROLL CALL VOTE

AYES: Saperston, Steed, Carlson, Berley, Cranford, Baily

NAYS: None

ABSENT: Hicks, unconfirmed

ABSTAIN: None

MOTION CARRIED

Trustee Berley moved to adjourn the meeting at 9:45 p.m. Seconded by Trustee Cranford. All in favor, motion carried.