

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
February 8, 2024**

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, Treasurer Berley, Secretary Carlson, Trustee Cranford, and Trustee Bailey.

Via Zoom: Trustee Hicks (joined after roll call at 7:08 pm)

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

Staff attending: Department Heads Michelle Kurczak and Mary Malach

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

Additions or changes to Agenda: None

Approval of Meeting Minutes: January 11, 2024, Regular Board Meeting minutes.

Vice President Steed motioned to approve the January 11, 2024; Regular Board meeting minutes as presented. Seconded by Trustee Cranford. All in favor. Motion carried.

Approval of Minutes: January 11, 2024^h Closed Session Board Meeting Minutes

Treasurer Berley motioned to approve the January 11, 2024; Closed Session meeting minutes as presented. Seconded by Vice President Steed. 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 bidding results and bid tabulations.

Mr. Haldeman indicated that the entire scope of work was reviewed for each bid received. The process included reviewing all drawings and specifications for the contractors to have a reasonable approach to get the project work completed.

Mr. Haldeman identified the bid from J.L. Andler Roofing of Joliet, Illinois to be the lowest bid recommended for the re-roofing project. This bid was also below the anticipated amount of the library projected budget cost.

{Waukegan Roofing Co, Inc withdrew their bid from consideration due to not including a contingency allowance for the project. The library board received communication from this vendor with a request to withdraw their bid. Of note, this was the lowest bid received at the time of the bid opening on February 1st.}

Mr. Haldeman indicated that Kluber has a good working relationship with J. L Adler roofing and was confident in their referral of work to the library board members for their consideration.

The project is scheduled to begin on April 1st (weather permitting) 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. Once approved Kluber will begin drafting the contract for J.L. Adler Roofing, Inc.

Communications: Director Halikias reported a patron was very happy with the newsletter and Director Halikias received correspondence and photo from the Illinois Secretary of State from recent meeting.

Treasurer's Report:

Treasurer Berley reported the following for the month of January:

A total net income reported in the month of January of \$15,313.21

Expenses in the amount of \$158,516.05 were disbursed. Current assets total \$3,257,059.15. Check numbers 17609-17650 and Electronic Funds Transfers in the amount of \$155,278.94 were written in January.

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 January was a challenging month for her personal calendar as she moved houses and her son had surgery, and thanked Department Heads for their assistance. The library is on track for budget preparation process and roof replacement project.

Director Halikias reported that she hosted a quarterly Director meeting at the Library and PLA will be held in April in Ohio. Three department heads will be attending this conference and she and the Administrator of Business and HR will fill in for scheduling. Halikias will be attending ALA in June.

Director Halikias reported that the Spring Newsletter was just sent for printing and will be mailed off to residents soon.

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 is now up to date with financial deadlines and working on budget preparation.

Ms. Jarvis was asked to give a brief report on current issues associated with the library cleaning contractor.

Mary Malach, Head of Circulation Services, indicated in the month of January her department staff was re-focusing on collection and getting materials back in the library.

Ms. Malach reported that the staff is busy working on preparing for National Library Week and that the library has been very busy lately and glad to see more patrons returning to the library.

Michelle Kurczak, Head of Youth and Teen Services, announced that staff member Juliet returned at the end of January and the staff is glad to have her back.

Ms. Kurczak reported she is excited for the opportunity to attend PLA in April and proud to report that staff member Rebecca Gal and Laura Foutch will be presenting a program at the upcoming Reaching Forward Conference as well.

Ms. Kurczak also reported that Teen and family programs are expanding, and patrons are very excited to see what is up and coming at the library.

Old Business

New Business

- a. Replacement Roof Project -Discussion

The board reviewed the results of the bidding documents, bid tabulations, and discussed with Kluber, Inc. the project architect and engineer. Discussion of contractor qualifications.

- b. Replacement Roof Project-Action Required

The board moved to accept the most reasonable and responsible bid for this project to be held in April and May.

Kluber Inc, presentation of bidding results and documents recommend the board of trustees award the roof replacement project to J.L. Adler Roofing, Inc. of Joliet, Illinois for the bid amount of \$ 207,120.00 as presented.

Treasurer Berley motioned to accept the bid from J. L. Adler Roofing, Inc, of Joliet in the amount of \$ 207,120.00 for a roof replacement project as presented by Kluber, Inc. Seconded by Vice President Steed. Roll Call Vote. Ayes: Six (6) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, and Trustee Bailey. Nays: None No Response: Trustee Hicks. All in favor. Motion carried.

- c. Budget Discussion and Committee of the Whole Meeting-Action Required

The board will be informed of the budget planning schedule and determine the date(s) for COW meeting in April.

President Saperston asked board members to consult their calendars and this agenda item would be tabled until the March 14th meeting.

Trustee Open Comments

Steed: None

Cranford: A lot of exciting things continue to happen at the library. Glad to hear that staff are getting over recent illnesses and returning to work.

Bailey: Glad things are going well and reminded everyone about early voting.

Carlson: Happy to hear about the opportunities for some staff for professional development. Will not be able to attend the March board meeting in person.

Berley: Great job by staff and dedication of staff to the patrons and community. Kindness hat project is a great project, and the response was overwhelming.

Hicks: No comment

Saperston: appreciates the continued hard work by everyone and is happy with the number of bids and the selection recommended by Kluber, Inc.

Items for next month: Mention of Non-Resident Card program
Mention of obtaining tablets for board member usage

Adjournment of Regular Meeting

Trustee Cranford motioned to adjourn the regular meeting. Seconded by Trustee Bailey. All in favor. Motion carried. Regular Meeting adjourned at 8:32 pm.