

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
March 14, 2024**

**Call to Order:** President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:17 pm.

**Roll Call:** President Saperston, Vice President Steed, Treasurer Berley, Trustee Cranford, and Trustee Bailey.

Via Zoom: Secretary Carlson

Absent: Trustee Hicks

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

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

**Public attending:** None

**Additions or changes to Agenda:** None

**Approval of Meeting Minutes:** February 8, 2024, Regular Board Meeting minutes.

Treasurer Berley motioned to approve the February 8, 2024; Regular Board meeting minutes as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

**Public Comments:** None

**Presentations:** None

**Communications:** Director Halikias reported a donation in the amount of \$1000 was received from Catherine Tinker.

**Treasurer's Report:**

Treasurer Berley reported the following for the month of February:

A total net income reported in the month of February of \$14,699.76

Expenses in the amount of \$156,484.97 were disbursed. Current assets total \$3,115,637.94. Check numbers 17651-17703 and Electronic Funds Transfers in the amount of \$156,197.97 were written in February.

Vice President Steed motioned to approve the Treasurer's report and file for audit. Seconded by Trustee Cranford. 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
- Staff Events and Training

Director Halikias reported that February was a busy month to include budget meetings and planning.

Director Halikias provided updates on several projects nearing completion to include the order of new self- check-out units, the new webpage training for staff with premier to take place soon for patrons, as well as options being reviewed for desk solutions for Circulation and Reference departments.

Director Halikias reminded board members of the required filing of economic interest statements.

Director Halikias reported current issues with the boiler that are being reviewed with the library HVAC service vendor and architect as well as updates on the plant and tree maintenance on the library grounds.

### **Library Department Reports**

Business and HR Administrator, Judy Jarvis, reported that a meeting took place with the contracted cleaning service vendor and more updates would take place to report progress with a new cleaning crew.

Dawn Ritter, Head of Adult Services mentioned upcoming programs and provided board members with Solar Eclipse glasses for the upcoming viewing on April 8<sup>th</sup>. The glasses will be available to patrons on April 1<sup>st</sup>.

Mary Malach, Head of Circulation Services, indicated in the month of February the usage of study rooms skyrocketed. The study rooms continue to be extremely popular with the patrons.

Michelle Kurczak, Head of Youth and Teen Services, announced that the department is currently looking to fill an open position due to the resignation of Allison Wise. The staff are sad to say farewell to Allison, but happy about her new full-time position with Batavia library.

### **Old Business**

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

The board suggested meeting on Tuesday, April 23<sup>rd</sup> at 6:00 pm for the Committee of the Whole meeting for Budget Discussion.

Trustee Cranford motioned to approve of setting the Committee of the Whole meeting for Budget discussion on Tuesday, April 23<sup>rd</sup> at 6:00pm. Seconded by Treasurer Berley. All in favor. Motion carried.

### **New Business**

- a. Unclaimed Items Policy (MNG24) Action Required.

The board reviewed a new Unclaimed items policy to set designated limits and process for found items in the library.

Vice President Steed motioned to accept the Unclaimed Items Policy (MNG34) for inclusion in the library's policies and procedures as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

- b. Non-Resident Card Fee-Action Required

The board will reauthorize the non-resident card fee program via tax bill method as per Illinois Administrative codes.

Mary Malach, Head of Circulation Services indicated there are currently no non-resident cards on file at the library. In the past there has only been one on record.

The library needs to continue to have a policy in place on record.

Trustee Cranford motioned to accept the non-resident card fee program via the tax bill method as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

- c. Audit Contract Renewal-Discussion and Action Required

A three-year contract extension to renew services with Sikich, the current audit firm of record, for the annual audit was reviewed.

Treasurer Berley motioned to accept the three-year contract extension with Sikich for the annual audit and review of the library finances as presented. Seconded by Vice President Steed. All in favor. Motion carried.

### **Trustee Open Comments**

**Steed:** In agreement with all that was said at the meeting.

**Cranford:** impressed by the Circulation Department Statistic report for the month. The library is a leader in community service.

**Bailey:** Glad things are going well, and it is evident that staff works well together.

**Carlson:** Enjoys the library displays. The staff are highly creative.

**Berley:** Wonderful job by staff and dedication of staff to the patrons and community.

**Hicks:** Absent-no comment

**Saperston:** appreciates the continued hard work by everyone.

### **Adjournment of Regular Meeting**

Treasurer Berley motioned to adjourn the regular meeting. Seconded by Trustee Cranford. All in favor. Motion carried. Regular Meeting adjourned at 8:24 pm.