



**Messenger Library Board of Trustees | Meeting Agenda
Thursday, March 14, 2024 | 7:00 p.m. | Main Meeting Room**

Meeting Notice

The regular monthly Board meeting of the Messenger Public Library Board of Trustees will be held on March 14, 2024, at 113 Oak Street in North Aurora, Illinois, 60542. This meeting is open, and members of the public are welcome to attend. Any person who has a disability requiring accommodation to participate in this meeting should contact the Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

Agenda:

1. Call to Order/Roll Call
2. Additions or changes to the agenda
3. Approval of Meeting Minutes
 - a. Board Meeting Minutes – Regular Board Meeting February 8th
4. Public Comments
5. Communications
6. Treasurer’s Report – Action Required
The Board will move to accept the Treasurer’s report and file for audit.
 - Budget vs. Actual
 - Monthly checking account summary
 - Monthly expense report and income report.
 - Statements of assets, liabilities, and fund balance
7. Library Director Report
 - a. Departmental Reports

8. Old Business

- a. Budget Discussion and Committee of the Whole Meeting – Action Required
The Board will determine the date(s) for COW meeting.

Suggested Motion: Move to set a Special Meeting, Committee of the Whole on _____
(date) at _____ (time).

9. New Business

- a. Unclaimed Items Policy (MNG 24) – Action Required
The Board will review a new Unclaimed Items policy to set designated limits and process for found items in the Library.
Suggested motion: Move to accept Unclaimed Items Policy (MNG) for inclusion in the Library’s policies and procedures.

- 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.
Suggested motion: The Board moves to accept the non-resident card fee program via the tax bill method.

- c. Audit Contract Renewal – Discussion and Action Required
A three-year contract extension to renew services with Sikich, the current firm of record, for the annual required audit will be reviewed.
Suggested motion: The Board moves to accept the contract extension from Sikich for the annual audit and review of Library finances as presented.

10. Trustee Open Comments

11. Items for next month

12. Adjournment

Public Comment: The Board of Trustees graciously welcomes public participation in a meeting. During the “Public Comment” portion of the agenda of the Library Board of Trustee meeting, the President of the Board shall recognize any person requesting to be heard. People speaking during the Public Comment are allotted (3) minutes and shall be permitted to speak during the Public Comment portion of the meeting only once. Citizens should address the Board president when speaking under the Public Comment portion of the Library agenda. Approved – 9/15