

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
May 9, 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, Trustee Cranford, and Secretary Carlson.
Absent: Treasurer Berley, and Trustee Bailey.
Via Zoom: Trustee Hicks at 7:19 pm (after roll call)

Also attending: Director Shannon Halikias.

Staff attending: Department Heads Dawn Ritter and Michelle Kurczak

Public attending: Elijah Dwyer from City Wide Facility Solutions

Additions or changes to Agenda: Move City Wide presentation after meeting minute approval of 4 11 2024 Meeting minutes.

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

A discussion of clarification of minutes was held, with the opportunity to ask questions. Minutes are succinct, and questions are welcome in meetings.

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

Approval of Board Meeting Minutes April 23, 2024, Committee of Whole Meeting.

Trustee Cranford motioned to approve the April 23, 2024; Committee of Whole Meeting minutes as presented. Seconded by Vice President Steed. All in favor. Motion carried.

Public Comments: None

Presentations: City Wide Facility Solutions

Mr. Elijah Dwyer, representative of City Wide Facility Solutions, discussed a proposal submitted in regard to scope of services and company operations. Questions were answered by Director Halikias and board members regarding safety, process, and communications.

Communications: None (Administrative Thank you to Board for Administrative Professionals Day would be presented at the June 13th Board meeting)

Treasurer's Report:

Director Halikias reported in the absence of Treasurer Berley.

A total net income reported in the month of April of \$14,928.92

Expenses in the amount of \$143,888.72 were disbursed. Current assets total \$2,822,872.90. Check numbers 17746-17790 and Electronic Funds Transfers in the amount of \$144,930.86 were written in April.

Trustee Cranford motioned to approve the Treasurer's report and file for audit. Seconded by Secretary Carlson. 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 and Director Activities
- Building and Grounds
- Staff and Projects

Director Halikias reported no changes were made to the proposed budget for the new fiscal year.

Director Halikias reported a grant was written and submitted to Kane County for a bike rack and repair station.

Director Halikias reported on new self-check units' installation and miscellaneous projects throughout the library of note.

Director Halikias reported on boiler review and information to include boiler work will take place and is budgeted for FY24-25.

Director Halikias was excited to sign off on landscaping proposals with A1 for beautification of the library grounds. Work to begin later this month.

Library Department Reports

Dawn Ritter, Head of Adult Services mentioned her monthly report highlights and showcased the Summer Reading logs and Bingo programs and presented the MPL sunglasses to give away at North Aurora Days.

Michelle Kurczak, Head of Youth and Teen Services, provided a brief department update to include welcoming the departments first Spanish speaking staff member on May 14th.

Old Business

- Roofing Project- Discussion

The board was provided an update of the roofing project indicating the project is set to finish on time and budget with a change order expected to remediate the water overflow on the staff parking lot sidewalk area. The leak that occurred during the process were as seeming and vent fans were installed as the project is occurring with the heavier rain season. The problems have been resolved as the project has proceeded.

New Business

- Staff Development Day-Discussion

Director Halikias requested Staff Development Day be moved from October to September to better serve staff. The board will vote to close the library on Friday, September 6th.

Secretary Carlson noted that due to this change in date the library will be closed Monday, September 2nd for Labor Day and Friday, September 6th for Staff Development Day.

The library will be open on Saturday, September 7th for operations.

Trustee Cranford motioned to approve the revised staff development date and library closing date of Friday, September 6th as proposed. Seconded by Vice President Steed. All in favor. Motion carried.

- Cleaning Contract and Vendor-Discussion and Action required.

The board members upon review of the proposal and hearing the presentation by City Wide Facility Solutions moved to accept a new contract with the proposed vendor for library cleaning

services as presented. Vice President Steed motioned to approve. Seconded by Trustee Carlson. Roll Call Vote: Ayes: Four (4) President Saperston, Vice President Steed, Trustee Cranford, and Secretary Carlson. (Muted: Trustee Hicks) Nays: None. Absent: Treasurer Berley and Trustee Bailey. All in favor. Motion carried.

- Covid Pay Policy-Discussion and Action required.

The board reviewed the current Covid Pay Policy and determined to keep the 5-day quarantine pay policy in place to protect other staff members as there has been no reported abuse of the policy during the last quarter. The board will continue to review the policy on a quarterly basis. This approval will range from May through August 2024.

Vice President Steed motioned to approve the Covid Pay policy in place for the quarter of May thru August as discussed. Seconded by Trustee Cranford. All in favor. Motion carried.

- Budget for Fiscal Year 2024-2025 Discussion and Action required.

There were no proposed changes or discussions to change the budget as previously proposed and presented. Trustee Cranford motioned to accept the budget for Fiscal year 2024-2025 as presented. Seconded by Trustee Carlson. Roll Call vote. Ayes: Four (4) President Saperston, Vice President Steed, Secretary Carlson, and Trustee Cranford. (Muted: Trustee Hicks) Absent: Treasurer Berley and Trustee Bailey. Nays: None. All in favor. Motion carried.

- Ordinance 2-24 Budget and Appropriation Ordinance for Fiscal Year 24-25 Acton required.

There were no proposed changes or discussion to Ordinance 2-24 Budget and Appropriation Ordinance for Fiscal Year 24-25 as presented. Vice President Steed motioned to accept Ordinance 2-24 Budget and Appropriation Ordinance for Fiscal year 2024-2025 as presented. Seconded by Trustee Carlson. Roll Call vote. Ayes: Five (5) President Saperston, Vice President Steed, Secretary Carlson, Trustee Cranford, and Trustee Hicks. Nays: None. Absent: Treasurer Berley and Trustee Bailey. All in favor. Motion carried.

Trustee Open Comments

Secretary Carlson discussed the LACONI Trustee Banquet. Mentioned that speakers talked about problems happening around Illinois and other states regarding censorship. Illinois has better laws. Shannon attended as well and reminded Board members how important the work of public libraries is to serve all people. Dawn helped plan the event. Shannon was proud to announce at the event that Messenger board brought forward and approved the institutional membership in ALA.

Adjournment of Regular Meeting

Secretary Carlson motioned to adjourn the regular meeting. Seconded by Trustee Cranford. All in favor. Motion carried. Regular Meeting adjourned at 8:45 pm.