



**Messenger Library Board of Trustees | Meeting Agenda  
Thursday, June 13, 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 June 13, 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 May 9, 2024
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. Roofing Project – Discussion

The Board will review updates to the roofing project and receive further information concerning the status of the roof in its entirety.

9. New Business

a. Boiler Discussion – Discussion and Action Required

A discussion concerning the state of the boiler and expected evaluation costs will be held, with projected proposals for replacement. The Board may vote to opt for repair or potential replacement after the information is reviewed.

**Suggested motion:** To be determined pending discussion.

b. Adler Roofing Annual Service Contract – Discussion and Action Required

The Board will review the information for a new contract for yearly maintenance.

**Suggested motion:** The Board moves to accept the annual maintenance contract from Adler Roofing as presented.

c. Circulation Policy Update – Action Required

Minor changes to the Circulation Policy will be reviewed for changes and authorized for update.

**Suggested motion:** The Board moves to accept the Circulation Policy updates as presented.

d. Budget Update – Discussion

The Board will review unaudited results of the yearly budget to actuals for FY 2023-2024.

e. RFQ and Statement of Interest Proposal – Discussion and Action Required

The Board will discuss a proposed timeline and documentation related to obtaining Request for Qualifications and Statement of Interest from architect, construction, and owner representative firms for a building evaluation or planning for improvements for safety and accessibility. Updates may be made pending Board discussion.

**Suggested motion:** The Board moves to publish the RFQ to explore options for building updates.

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