

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
September 12, 2024**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:01 pm.

Roll Call: President Saperston, Vice President Steed, Treasurer Berley, Trustee Cranford, and Trustee Bailey. Via Zoom: Trustee Hicks (joined at 7:01 pm) Also attending: Director Halikias.

Staff attending: Department Heads Dawn Ritter, and Michelle Kurczak

Public attending: Katie Boyle

Additions or changes to Agenda: None

Approval of Meeting Minutes: May 9, 2024, Regular Board Meeting minutes.

- a. Special Board Meeting July 11, 2024- Need to adjust the roll call to reflect that Trustee Carlson was not present.
- b. Regular Board Meeting July 11, 2024- Need to adjust the roll call to reflect that Trustee Carlson was not present and Vice President Steed was in attendance. Page 4 – Information was presented by Director Halikias, Secretary provided review document
- c. No meeting was held in August due to lack of quorum

Trustee Steed motioned to approve the July 11, 2024; Regular Board meeting minutes with scrivener's errors corrected. Seconded by Trustee Bailey. All in favor. Motion carried.

Public Comments: Katie Bogle, North Aurora resident, introduced herself, current library volunteer, interested in running for open board member seat.

Communications: No communications.

Treasurer's Report:

Treasurer Berley reported the following for the month of July.

A total net income reported in the month of July of 92,366.38.

Expenses in the amount of \$164,965.48 were disbursed. Current assets total \$3,230,667.86. Check numbers 17898-17944 and Electronic Funds Transfers in the amount of \$165,042.88 were written in July.

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: Discussed North Aurora Days participation, Cruise Night was a huge success. \$1,400 donation from former employee that passed, purchasing memorial bench with those funds. Windows washed; bug removed from lights. Service Standards “G.R.E.A.T.” Document presented to staff. Department Heads thanked for work on document.

Discussed patron incident 9/11/24 with the Board. North Aurora Police were called in to consult with Director Halikias. All Staff Day was successful, very informative. Workshop examples discussed from All Staff Day and how the information was utilized during this situation when dealing with patron behaviors.

Library Department Reports: Dawn, many projects completed this month. Excited for our community partnerships- WCC & APLD technology classes begin September 16, programming successful with Brother Chimp, Chamber event held here on September 10.

Michelle, staff getting into projects now that SRC 2024 is complete– collection development review, weeding. Cooking classes started last night, more coming in Fall and Winter.

Old Business

- Roofing Project- Update and Discussion

Project completed, reviewed documents of completion from vendor. Concerns expressed to architect about incomplete components of the project were addressed.

New Business

- Public Bid Boiler- Update and Action Required

Discussed updates on boiler project now that the project was required to go to public bid due to estimated replacement cost and need to enhance water filtration/quality elements that changes the engineering components from last installation. Kluber managed the public bidding process and results were discussed. Part of the project requires chemical treatment to address water quality issues. R.J. O’Neil bid of \$53,930.00 was the lowest, was scoped for quality, timeline, and bid requirements confirmed.

Building Maintenance plan is due for updates and will be revised upon hire of incoming architectural firm to include specifics about water quality testing. Closing documents from the previous boiler installation have been requested from Kluber.

Treasurer Berley motioned to approve and accept the bid as presented from R.J. O’Neil for boiler replacement and authorize Director Halikias and President Saperston to sign on behalf of the library to enter into contract. Seconded by Vice President Steed. All in favor. Motion carried.

- Health Insurance Reauthorization- Action Required

LIMRiCC (Library Insurance Management and Risk Control Combination) consulted with our current provider, Aetna, and they reported a 20% increase for this year. Other options were explored and Blue Cross & Blue Shield have a 9% increase and exemplary coverage and as such was chosen for this year's library health insurance option. Requires all new enrollment due to company change. Director Halikias requests 100% staff coverage for full time employees.

Treasurer Berley motioned to approve and accept health insurance reauthorization as presented with Full Time employees being covered at 100% employer cost. Seconded by Trustee Bailey. All in favor. Motion carried.

- Trustee Terms- Discussion on election process and that packet pick up is available now at the village hall.

Mary Steed, Vice-President – Term Expires Spring 2025

Tanya Berley, Treasurer – Term Expires Spring 2025

Peggy Carlson, Secretary – Term Expires Spring 2025.

James Hicks – Term Expires Spring 2025

Darlene Bailey – appointed to 4-year term but required to run this year due to a local election scheduled in 2024.

- RFQ Results for Architectural and Engineering Services- Discussion and Action Required

Discussed the six firm submissions, three were selected to give full presentations. Wight, Dewberry, Product Architecture and Design, and then use an RFQ score rubric to assess their qualifications in interviews. Priority is to develop a new building maintenance and mechanical plan and potential building assessment.

Treasurer Berley motioned to schedule interviews for the firms Wight, Dewberry, Product Architecture and Design to be held during the regular October Board Meeting. Seconded by Vice President Steed. All in favor. Motion carried.

Trustee Open Comments

Steed: Foam Party looked really fun!

Berley: Pleasure to hear updates and news at each meeting. Thanked Director Halikias for filling in during Judy's absence and for all the staff's hard work.

Cranford: Happy to see the parking lot always full and the diverse group of patrons coming in of all ages.

Bailey: Expressed excitement over the happens at the library and praised Director Halikias for her thorough communication with the Board.

Hicks: None

Saperston: Thank everyone for their continued hard work and efforts for the patrons.

Adjournment of Regular Meeting

Treasurer Berley motioned to adjourn the regular meeting. Seconded by Trustee Bailey. All in favor. Motion carried. Regular Meeting adjourned at 8:26 pm.