



**General Meeting Notice**

The regular monthly Board meeting of the Messenger Public Library Board of Trustees will be held on November 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.

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 October 10, 2024
4. Public Comments
5. Communications
6. Treasurer’s Report – Action Required  
The Board will move to accept the October 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. Spring Trustee Elections – Discussion
9. New Business
  - a. Library Board Meeting Dates for 2025 – Action Required  
The Board will review the 2025 meeting dates and time information.

- b. **Holiday Schedule and Closed Dates for 2025 – Action Required**  
The Board will review the recommended 2025 holiday dates and library closing schedule.
- c. **Outsourced Technology Management Contract – Discussion and Action Required**  
The Board will review information about the proposals acquired from IT management companies to provide services to the Library.
- d. **RFQ Results for Architectural and Engineering Services – Discussion and Action Required**  
The Board will review information from firm presentations to assess the best match for potential adaptations for accessibility and building assessments; RFQ scoring sheet discussion. The Director may be authorized to proceed with negotiations for a space assessment and update the current Facilities Operating Plan.

## 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