

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
November 14, 2024**

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

**Roll Call:** President Saperston, Vice President Steed, Treasurer Berley, Trustee Carlson, Trustee Cranford, and Trustee Bailey.

Absent: Trustee Hicks

Also attending: Director Shannon Halikias and Administrator of Business and HR Judy Jarvis

**Staff attending:** Department Heads Mary Malach and Michelle Kurczak

**Public attending:** Bryan Jones of Outsource IT Solutions Group and Keith Goode

**Additions or changes to Agenda:** Move New Business Item C: Outsourced Technology Management Contract as Presentation

**Presentation:**

Mr. Bryan Jones of Outsource IT Solutions Group gave a brief overview of the services and background of the organization represented and provided board members with some of the highlights of the proposal of outsourced IT provider for the library.

Mr. Jones provided board members with some examples of the services that would be provided along with the assurance that the organization works with 29 local libraries and currently staffs over 50 people to help with IT needs of their clients.

Mr. Jones indicated that a detailed assessment of the library would be a priority for the contract as proposed and he was looking forward to the opportunity to begin a partnership for the Library IT needs.

There were no additional questions placed before Mr. Jones.

Director Halikias indicated to board members that she was pleased with the prior interview with the firm and was also pleased that Outsourced IT Solutions group has experience in the library world.

Treasurer Berley motioned to approve the proposal from Outsourced IT Solutions to become the new library IT services vendor. Seconded by Vice President Steed. Roll Call Vote: Ayes (6) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee

Cranford, and Trustee Bailey. Nays: None. Absent: One (1) Trustee Hicks. All in favor. Motion carried.

**Approval of Meeting Minutes:** October 10, 2024, Regular Board Meeting minutes.

Secretary Carlson requested a correction to the Presenter listed in the minutes as Wright. The correct name should be Wight. Director Halikias indicated the correction would be recorded.

Trustee Cranford motioned to approve the meeting minutes from October 10, 2024, with correction. Seconded by Vice President Steed. All in favor. Motion carried.

**Public Comments:** None

**Communications:** Director Halikias mentioned that she was pleased to announce a donation in the amount of \$12,000 from the Dunham Fund Foundation to go to Children's Literacy initiatives.

**Treasurer's Report:**

Treasurer Berley reported the following for the month of October.

A total net income reported in the month of October of \$92, 801.51.

Expenses in the amount of \$155,071.21 were disbursed. Current assets total \$3,767,742.18. Check numbers 18052-18089 and Electronic Funds Transfers in the amount of \$156,793.43 were written in October.

Trustee Cranford motioned to approve the Treasurer's report for October and file for audit. Seconded by Secretary Carlson. All in favor. Motion carried.

**Library Directors Report:**

Director Halikias provided a brief update on the month of October.

The following were mentioned:

Boiler replacement project ending.

Thanked department heads for taking the lead while on vacation.

Final Audit completed and reports that the library came in under budget per last fiscal year reporting.

Quarterly conversations with staff and department heads have taken place.

Weekly department head meetings are scheduled.

Looking into having a small shed on site for housing maintenance related items as the storage unit offsite will be discontinued next year.

### **Library Department Reports:**

Judy Jarvis, Administrator of Business and HR, reported that the final audit had taken place, and the auditors would provide their report to the Board at the December board meeting.

Ms. Jarvis indicated she was happy with the results of the audit.

Ms. Jarvis also reported that open enrollment for 2025 Benefits has been completed and the process went smoothly this year with LIMRICC. The eligible staff would have benefits under Blue Cross/Blue Shield effective January 1, 2025.

Michelle Kurczak, Head of Youth and Teen Services reported that the library welcomed new Staff member Elianna Lopez on November 6<sup>th</sup>. The library is happy to have another staff member that is bilingual for patrons.

Ms. Kurczak indicated department staff are busy with programs and projects.

Mary Malach, Head of Circulation Services, reported that Messenger Library recently recorded over one hundred new patrons: surpassing the number of new patrons reported by Aurora Public Library.

Ms. Malach also thanked department staff for all their hard work and efforts over the past month.

### **Old Business**

- Spring Trustee Elections- Discussion

Director Halikias reminded Board members of the upcoming board elections. There are currently available (4) 4-year terms and (1) 2-year terms. The deadline for filing for candidacy is November 18<sup>th</sup>.

### **New Business**

- Library Board Meeting Dates for 2025-Action Required.

The board will review the 2025 meeting dates and time information.

President Saperston called for a vote to retain the time of the meetings to continue at 7:00pm or earlier start. A majority of the board members indicated either time would be acceptable.

It was decided to retain the start time of 7:00pm for 2025.

Vice President Steed motioned to approve the 2025 Board meeting dates with a 7:00pm start time as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

- Holiday Schedule and Closed Dates for 2025-Action Required.

The board reviewed the recommended 2025 holiday dates and library closing schedule.

Director Halikias proposed the addition of Federal Holiday Juneteenth to the proposed schedule after discussion with other Directors and department heads. Director Halikias indicated that the library does close for Memorial Day and believes it would be beneficial to honor Juneteenth as well.

Director Halikias did remind Board members that while the library does not close for all Federal Holidays, recent policy changes have given staff additional floating holidays to observe holidays of their choice.

Director Halikias recommended that Juneteenth be a paid holiday for all staff in 2025.

Trustee Cranford motioned to approve Juneteenth as a paid holiday added to the schedule in 2025. Seconded by Trustee Bailey. All in favor. Motion carried.

- RFQ Results for Architectural and Engineering Services-Discussion and Action required.

The board reviewed information from firm presentations to assess the best match for potential adaptations of accessibility and building assessments: RFQ scoring sheet discussion.

Director Halikias tallied the results from firm presentations from each board member first, second and third choice. Director Halikias indicated that the firm of Wight was the leader in consensus among the board members.

Director Halikias asked the board members to authorize her to proceed with negotiations for a space assessment and update the current Facilities Operating Plan with the firm of Wight as the library's new Architect of record.

NOTE: at the time of this tally—Treasurer Berley and Trustee Hicks did not provide tally info.

Treasurer Berley motioned to authorize Director Halikias to proceed with negotiations for space assessment and update the current Facilities Operating Plan with the firm of Wight per discussion and tally. Seconded by Trustee Bailey. All in favor. Motion carried.

### **Trustee Open Comments**

**Saperston:** Thanked everyone for their continued hard work and efforts.

### **Adjournment of Regular Meeting**

Trustee Bailey motioned to adjourn the regular meeting. Seconded by Vice President Steed. All in favor. Motion carried. Regular Meeting adjourned at 8:58 pm.