

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

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:02pm.

Roll Call: President Saperston, Treasurer Berley, Secretary Carlson, Trustee Cranford, and Trustee Bailey.

Absent: Vice President Steed and Trustee Hicks

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

Staff attending: Department Heads Mary Malach, Dawn Ritter, and Michelle Kurczak

Public attending: Martha Trotter of Sikich LLP

Additions or changes to Agenda: Move New Business Item A: Annual Audit Presentation and Approval as Presentation

Presentation: Sikich, CPA LLC Annual Audit Presentation to Board of Trustees

Martha Trotter of Sikich, CPA LLC gave a brief report of the performance and results of the annual audit for the fiscal year ended May 31, 2024.

The two reports presented included the Auditor's Communication to the Board of Trustees and the Annual Financial Report.

Ms. Trotter reported the results of the annual audit. She presented an unmodified opinion, the highest level obtainable for financial statements.

Ms. Trotter reviewed the documents provided and indicated the audit was successful and reported the audit team was pleased with the professionalism and record reporting of the library financial data from Head of Business Judy Jarvis and Director Shannon Halikias.

There were no additional questions placed before Ms. Trotter.

Approval of Meeting Minutes: November 14, 2024, Regular Board Meeting minutes.

Trustee Bailey motioned to approve the meeting minutes from November 14, 2024. Seconded by Secretary Carlson. 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 and a \$5000.00 donation from the estate of Steven Sabo. The Dunham donation will go into the Community Foundation of Fox River Valley as they hold our foundation fund, and the Sabo donation will be directed to our Gifts and Donations general budget. Both donations will be used to support literacy programming, collection and resources.

Treasurer's Report:

Treasurer Berley reported the following for the month of November.

A total net income reported in the month of November of \$36,007.32.

Expenses in the amount of \$171,829.62 were disbursed. Current assets total \$3,631,927.99. Check numbers 18090-18133 and Electronic Funds Transfers in the amount of \$173,789.82 were written in November.

Trustee Cranford motioned to approve the Treasurer's report for November 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 November.

The following were mentioned:

- Boiler replacement project ending.
- Dunham Foundation donation and estate donation.
- Holiday Open House attendance and staff holiday event.
- Project cleaning out of the records room for staff quiet room use.

A corporate tax objection of a amount equaling approximately 4% of the MPL levy was filed on behalf of corporations that reside in Kane County. The MPL portion will likely be dismissed as Director Halikias demonstrated that the math calculations presented were not correct, the firm assumed more funds than the Library holds. Our fund balances are in alignment with policy and best practices. The auditor concurred with the Director's findings during the audit presentation.

Library Department Reports:

Judy Jarvis, Administrator of Business and HR, reported that the final audit had taken place, and she was pleased with the results.

Ms. Jarvis wished everyone happy holidays.

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

Ms. Kurczak is also excited to learn about recent donations that will help to provide literary programs for the community.

Mary Malach, Head of Circulation Services, sent out special thanks to her department staff for overseeing a great demand for study rooms over the past month as well as processing a record number of returns.

Dawn Ritter, Head of Adult Services, was happy to report that the Waubonsee Technology programs were once again scheduled for patrons to enroll in. Several local libraries are partnering with this program.

Old Business

- Spring Trustee Elections- Discussion

Director Halikias reported that there were six people that filed a petition for board trustee candidate for a 4-year library trustee term and no one filed for a two-year term per the November 18th deadline.

New Business

- Annual Audit Presentation and Approval -Action required.

The board members were presented with the results of the annual audit for the year ending May 31, 2024, by the audit firm of Sikich, CPA LLC.

Trustee Berley motioned to approve the results of the annual audit for the year ended May 31, 2024, as presented by Sikich, CPA LLC. Seconded by Trustee Bailey. All in favor. Motion carried.

- Holiday Pay Policy-Action required.

The board reviewed the proposed personnel policy updates for Holiday pay.

Director Halikias presented proposed changes to the personnel for holiday pay to include the Juneteenth holiday addition as a paid holiday. An update to the policy also included that per policy paid holidays cannot be banked for future usage. This is for budgetary purposes 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.

The updates also include the change to 8.0 hours of a float holiday for part-time staff from the previous 7.50 hours to allow greater scheduling for a 4-hour shift. For pay administration the update also clearly defines float holidays and paid holidays are not to be paid upon termination of employment.

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

- Per Capita Grant-Action required.

The board reviewed the annual per capita grant submission to confirm the activity of meeting public library standards.

Director Halikias confirmed that the library meets all the required standards for Per Capita Grant regulations per the State of Illinois.

Treasurer Berley motioned to approve the Per Capita Grant submission documentation as presented with confirmation of the library meeting all standards as required. Seconded by Trustee Bailey. All in favor. Motion carried.

Trustee Open Comments

Berley: Pleased with all the work associated with the annual audit and for attention to detail and cooperation of the staff for the business office.

Cranford: Appreciates all the hard work done at the library.

Carlson: Appreciates how the staff works together to get things done.

Bailey: Teamwork is the key. Great job from the entire staff.

Saperston: Thanked everyone for their continued hard work and efforts. Wished everyone Happy Holidays

Adjournment of Regular Meeting

Trustee Bailey motioned to adjourn the regular meeting. Seconded by Secretary Carlson. All in favor. Motion carried. Regular Meeting adjourned at 8:37 pm.