

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
January 9, 2025**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:03pm.

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

Also attending: Director Shannon Halikias.

Staff attending: Department Head Michelle Kurczak

Public attending: None

Additions or changes to Agenda: None

Approval of Meeting Minutes: December 12, 2024, Regular Board Meeting minutes.

Trustee Carlson motioned to approve the meeting minutes from December 12, 2024. Seconded by Trustee Bailey. All in favor. Motion carried.

Public Comments: None

Communications: Note of Thanks to the Board members for their recognition at Administrative Professional's Day and Christmas holiday by Administrator of Business and HR Judy Jarvis.

Director Halikias mentioned Tinker family card and donations received. Also mentioned that holiday cards were received from other libraries, and she would like to send them out as well during the holiday season on behalf of Messenger Library.

Treasurer's Report:

Treasurer Berley reported the following for the month of December.

A total net income reported in the month of December of \$35,407.48.

Expenses in the amount of \$195,629.10 were disbursed. Current assets total \$3,471,690.47. Check numbers 18134-18177 and Electronic Funds Transfers in the amount of \$195,721.68 were written in December.

Trustee Bailey motioned to approve the Treasurer's report for December 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:

- Project cleaning out of the records room for staff quiet room use.
- Painting project for touch up areas.
- Corporate tax objection and attorney update
- New library architect update and completed project reviews

Director Halikias referred board members to written reports submitted by Judy Jarvis, Mary Malach and Dawn Ritter as staff were not in attendance at the meeting.

Library Department Reports:

Michelle Kurczak, Head of Youth and Teen Services reported that the department is catching up from the holidays and is looking forward to planning for the Spring and Summer programs.

{Of note: Reported that a First amendment auditor visited the library on January 2nd and staff reported no issues or interference to staff or patrons}

Old Business

- None

New Business

- Fund Balance Transfer to Special Reserve- Action required

The Board reviewed the fund balances presented in the annual audit and elected to transfer \$100,000 from the corporate account to the Special Reserves, and to save funds as denoted in the fund balance policy to prepare for emergencies and protect the operations of the library.

Discussion: lowered from \$150,000 to \$100,000 to be conservative and prepared for the rest of the year. More can be moved at the end of the fiscal year.

Treasurer Berley motioned to transfer \$100,000 from the corporate account to Special Reserve account as proposed. Seconded by Secretary Carlson. Roll Call Vote: Ayes (7) Seven. President

Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, Trustee Bailey and Trustee Hicks. All in favor. Motion carried.

- Computer and Internet Policy INF-2-Action required.

The board reviewed the updated Computer and Internet Policy for the operational policy manual as presented.

Director Halikias proposed the changes and updates as the policy was last updated in 2017. The proposed policy gives greater detail on appropriate behavior and expectations, such as noise level, and food in the computer areas of the library.

Trustee Cranford motioned to approve Computer and Internet Policy INF-2 as proposed. Seconded by Secretary Carlson. All in favor. Motion carried.

- LIMRICC updated IGA for 2025-Action required.

The board reviewed the yearly update to the existing intergovernmental agreement for LIMRICC.

Trustee Cranford motioned to approve the 2025 IGA for LIMRICC intergovernmental agreement as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Closed Session-Action Required

Trustee Berley motion to adjourn the Regular Session of the Board meeting and go into Closed Session. Seconded by Trustee Carlson. All in favor motion carried. NOTE: time was not reported for these minutes.

SEE NOTES PROVIDED BY SECRETARY CARLSON PENDING as of 1/24/25 to conclude these minutes.

Trustee Open Comments

Adjournment of Regular Meeting