



**Messenger Library Board of Trustees | Meeting Agenda**  
**Thursday, February 13, 2025 | 7:00 p.m.**

**General Meeting Notice**

The regular monthly Board meeting of the Messenger Public Library Board of Trustees will be held on February 13, 2025 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 January 9, 2025
  - b. Board Meeting Minutes – Closed Session January 9, 2025
4. Public Comments
5. Communications
6. Treasurer's Report – Action Required

The Board will move to accept the December 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

## 9. New Business

- a. **Non-Resident Card Fee- Action Required** The Board will reauthorize the non-resident card fee program via tax bill method as per Illinois Administrative codes.  
*Suggested motion:* The Board moves to accept the non-resident card fee program via the tax bill method.
- b. **Personnel Policy: Employment Introductory Period – Action Required**  
Updated policy to clarify employment probation period and procedures.  
*Suggested motion:* The Board moves to accept the personnel policy update as presented.
- c. **Budget Discussion and Committee of the Whole Meeting – Action Required**  
The Board will be informed of the budget planning schedule and determine the date(s) for COW meeting in April.  
*Motion:* The Board will make a motion to set a meeting(s) for the Committee of the Whole for \_\_\_\_\_.
- d. **Wight Building and Space Assessment Proposal – Discussion**  
The Board will review the building, capital needs, and space assessment proposal in advance of the presentation by Wight in March. No action required.

## 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