

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
February 13, 2025**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:04pm.

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

Via Zoom: Vice President Steed and Trustee Hicks

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

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

Public attending: None

Additions or changes to Agenda: None

Approval of Meeting Minutes: January 9, 2025, Regular Board Meeting minutes.

Treasurer Berley motioned to approve the January 9, 2025; Regular Board meeting minutes as presented. Seconded by Secretary Carlson. All in favor. Motion carried.

Approval of Closed Session Minutes: January 9, 2025

Treasurer Berley motioned to approve January 9, 2025; Closed Session minutes as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

Public Comments: None

Communications: Director Halikias informed Board members of a phone conversation with a patron concerned with the parking lot entrance and Route 31 access and accessibility of walkways and entrances.

Treasurer's Report:

Treasurer Berley reported the following for the month of January.

A total net income reported in the month of January of \$13,061.15

Expenses in the amount of \$152,081.64 were disbursed. Current assets total \$3,332,669.98. Check numbers 18178-18216 and Electronic Funds Transfers in the amount of \$152,166.43 were written in January.

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

Library Directors Report:

Director Halikias provided a brief update for the month of January.

The following were mentioned:

- The new Staff Wellness Room is open.
- Youth Services Area Painting Refresh completed.
- The new IT company partnership is going well.
- Library Practicum Student working with departments.

Director Halikias provided a brief update on the upcoming budget process. A committee of the whole meeting will be scheduled to review the proposed budget calculations.

Director Halikias informed Board members that department heads attended an ICE seminar to gain more information as recent events unfold throughout the country.

Director Halikias was pleased to announce that she has been nominated as Faculty member of the year as part of her teaching curriculum at C.O.D.

Library Department Reports:

Judy Jarvis, Administrator of Business and HR, also commented that the budget planning process is underway, and a new Visa card was issued to the library by the bank to help secure the library account from the rise in fraudulent activities in general.

Ms. Jarvis also informed board members that the Village of North Aurora will host an open house of the newly constructed Fire Station in May.

Dawn Ritter, Head of Adult Services, reported that the library was happy with the overwhelming donation of the kindness hats this year. 457 items were collected.

{Treasurer Berley commented that she was pleased with the statistical information provided by Ms. Ritter in her monthly report}

Mary Malach, Head of Circulation Services, reported that she was pleased with the number of item check outs and door count of patrons using the library in January.

Michelle Kurczak, Head of Youth and Teen Services, reported that the department was pleased with the many photo opportunities at some of the programs that took place in the month of January. The department staff reported an increase in program attendance in January.

Old Business

- None

New Business

- Non-Resident Card Fee-Action Required

The Board reauthorized the non-resident card fee program via tax bill method as per Illinois Administrative codes.

Mary Malach, Head of Circulation services informed the board that there is currently no patron taking part in this program at this time.

Treasure Berley motioned to approve the Non-Resident Card fee method as presented. Seconded by Vice President Steed. All in favor. Motion carried.

- Personnel Policy: Employment Introductory Period-Action required.

The board reviewed the updated policy to clarify employment probation period and procedures.

Director Halikias proposed the changes and updates for new hires for more time to evaluate the introductory period. This update increases the probation period from 3 months to 6 months.

Treasurer Berley motioned to approve as presented. Seconded by Secretary Carlson. All in favor. Motion carried.

- Budget Discussion and Committee of the Whole Meeting-Action Required

The board was informed of the budget planning schedule to determine the date(s) of the Committee of the Whole meeting for budget review and approval.

Director Halikias informed the board that information would be ready for review at the end of March or early April.

President Saperston asked board members to review their calendar to determine a date to hold the Committed of the Whole Meeting.

Board member consensus of Thursday, April 3rd at 6:00 pm for the Committee of the Whole Meeting. This date was set and recorded.

Trustee Cranford motioned to approve April 3, 2025, at 6:00 pm for the Committee of the Whole meeting. Seconded by Trustee Bailey. All in favor. Motion carried.

- Wight Building and Space Assessment Proposal-Discussion

The Board reviewed the building, capital needs and space assessment proposal in advance of the presentation by Wight at the March 13, 2025, Regular Board meeting.

Director Halikias reported that the proposal is based on a 16-to-20-week process which includes field work, field studies, staff meetings and potential contractor meetings prior to engagement with the board and community for the proposed library needs and projects.

Director Halikias reported that funds were allocated for this proposed cost estimate per current budget and reserve fund monies.

Trustee Open Comments

Steed: no comment.

Hicks: no comment.

Berley: Pleased with all the great work. Great team.

Cranford: Pleased with all the progress taking place in the library and the direction the library is going.

Carlson: Great job, everyone! Congratulations to Director Halikias on her recent faculty nomination.

Bailey: New Year-new starts, things are going well.

Saperston: Thank you to everyone for your continued work for patrons.

Adjournment of Regular Meeting

Trustee Bailey motioned to adjourn the regular board meeting. Seconded by Vice President Steed. All in favor. Motion carried.

The meeting adjourned at 8:35 p.m.