

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
March 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, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, and Trustee Bailey.
Via Zoom: Trustee Hicks

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

Staff attending: Department Heads Mary Malach and Dawn Ritter.
(via zoom): Department Head Michelle Kurczak

Public attending: None

Additions or changes to Agenda: None

Presentation: Lisa Schmidt of Wight and Company, Architects

Lisa Schmidt of Wight and Company presented a Library Improvement Master Plan Presentation highlighting the following:
Discovery Phase
Workshop & Collaborate
Strategy in Place
Master Plan & Strategic Plan

Ms. Schmidt reviewed all the proposed components of the Master Plan and the undertaking by the firm as well as the staff and board working in conjunction with planning and patron input for the library's future growth, functionality, and service enhancements.

Ms. Schmidt provided a comprehensive framework for facility improvements, operational efficiency, and community engagement.

This process ensures the library meets evolving needs while maintaining fiscal responsibility and long-term sustainability.

Ms. Schmidt indicated the scope of the start of the project will include a digitalization of the library as built documentation. This will include a 3D laser scanning service to capture the architectural and structural conditions of the existing building. The library currently has outdated paper copies that are not capable of providing accurate and clean data for contractors or service providers.

The project will begin as soon as Director Halikias and Wight company can coordinate with the vendor and the necessary signed authorization is in place.

Approval of Meeting Minutes: February 13, 2025, Regular Board Meeting minutes.

Vice President Steed motioned to approve the February 13, 2025; Regular Board meeting minutes as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

Public Comments: None

Communications: None

Treasurer's Report:

Treasurer Berley reported the following for the month of February.

A total net income reported in the month of February of \$11,567.96

Expenses in the amount of \$180,651.66 were disbursed. Current assets total \$3,163,594.07. Check numbers 18217-18263 and Electronic Funds Transfers in the amount of \$180,728.66 were written in February.

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

Library Directors Report:

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

The following were mentioned:

- Attendance at local library Director meetings.
- Order and replacement of patron task chairs and staff desk chairs in process.
- Records room clean up.
- Budget Preparation
- Meeting with library IT vendor firm Outsourced Solutions for upgrades and computer replacements

Director Halikias informed board members that the technology budget line would be run to the limit as plan to redeploy funds to purchase computers now to avoid potential tariffs and estimated escalation of cost projections.

Library Department Reports:

Judy Jarvis, Administrator of Business and HR, reported that the month has been busy with planning several maintenance-related projects. Ms. Jarvis also reported that the library is less than 3 months away from the end of the fiscal year.

End of fiscal year reporting and preliminary audit scheduling are rapidly approaching.

Mary Malach, Head of Circulation Services, reported that she is happy to have a full department staff once again with some staff returning from a medical and a maternity leave.

Dawn Ritter, Head of Adult Services, indicated she had nothing new to add to her report at this time.

Michelle Kurczak, Head of Youth and Teen Services, reported that there was nothing new to add to her report at this time. Ms. Kurczak mentioned that the department is planning for summer programs and end of fiscal year at this time.

Old Business

- COW Meeting Reminder-Discussion

The Board discussed and reconfirmed the date of Thursday, April 3rd at 6:00 pm for the Committee of the Whole meeting prior to budget authorization.

New Business

- Wight Building & Space Assessment Proposal-Discussion and Action Required

The Board reviewed the building capital needs, and space assessment proposals outlined in the presentation at tonight's meeting. Treasurer Berley motioned to approve the Wight Building and Space Assessment Proposal as presented in the sum of \$114,000. Seconded by Secretary Carlson. Roll call vote: Ayes (6) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, and Trustee Bailey. Nays: None.

No response of vote cast: Trustee Hicks.

All in favor. Motion carried.

- Trustee Elections-Discussion

The board reviewed the attorney memo re: elections and swearing in, and Trustee recognition.

Director Halikias announced recognition for Vice President Steed and Trustee Hicks would take place on April 10th. On May 8th, all current Trustees will be in attendance along with newly elected trustees and on June 10th new trustees will be sworn in, and all members will be assigned to positions.

- Library Credit Cards-Discussion and Action required.

The board reviewed options and rewards for replacing current library credit cards with new accounts for the Director and Department Heads for better accounting and invoice tracking, and potential reward points to assist with professional development travel.

Director Halikias recommended the current library visa cards to be replaced after meeting with Chase bank and (Wintrust) Aurora Bank and Trust as both were recommended by other library Directors.

After meeting with a representative from each financial institution along with the Business and HR manager for the library, Director Halikias recommended the Visa Business Real Rewards Card from Aurora Bank and Trust.

Director Halikias reported that a total of five cards would be obtained under the library EIN number and not individual social security numbers as currently in place. This would dissolve the current Old Second Bank Visa cards obtained under Director Halikias and Treasurer Berley. This transition will also allow for the opportunity to obtain points on purchases to be used toward travel rewards for future staff development travel.

Director Halikias also reported that there is no annual fee for this option.

Trustee Bailey motioned to approve the application to obtain a total of 5 Visa cards for Director and Department Head usage through Aurora Bank and Trust due to streamlining of procedures, travel rewards options, and no annual fee as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

- Local History Collection Policy-Discussion and Action required.

A revision of the current local history collection policy guiding collecting, utilization, and disposal.

Note: Director Halikias proposed that this agenda item be tabled to the April 10th, 2025, Board meeting. President Saperston indicated the agenda item would be tabled as proposed.

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

Trustee Open Comments

Steed: Everything seems to be going well at the library.

Hicks: no comment.

Berley: Happy that the library is using money wisely and finding creative ways for funds to be used. Pleased with staff and all they do. Pleased with a great job with programming! A request that specific amounts be included on agendas for more transparency, that will be accomplished.

Cranford: Asked for repeat of the upcoming election process for upcoming board meeting dates. Director Halikias provided a repeat of information provided earlier in the agenda.

Carlson: Happy that things are going well at the library.

Bailey: Everything is going well. Hang in there MPL!

Hicks: no comment

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

Adjournment of Regular Meeting

Vice President Steed motioned to adjourn the regular board meeting. Seconded by Trustee Bailey. All in favor. Motion carried. The meeting adjourned at 8:35 p.m.