

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
April 10, 2025**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:05pm.

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

Absent: Trustee Cranford

Via Zoom: Trustee Hicks entered the meeting at 7:24 pm (after roll call was taken)

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

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

Public attending: Katie Bogle and Laura McCoy

Additions or changes to Agenda: None

Presentation: None

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

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

Approval of Committee of the Whole Meeting Minutes: April 3, 2025

Treasurer Berley motioned to approve April 3, 2025; Committee of the Whole meeting minutes as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

Public Comments: None

Communications: Director Halikias presented board members with a letter to the Village of North Aurora in support of a long-time library neighbor that had an anonymous complaint filed against them regarding chickens housed on their property.

Director Halikias indicated she wanted to let the Village know that the chickens are not a threat to the library, or the patrons.

Ms. Halikias wanted to show her support for the neighbor as there was no danger to the library or the library patrons in having the chickens from her standpoint.

Director Halikias also mentioned that she had received a call from a library patron in support of the library during these uncertain times that libraries are facing potential funding losses and government support.

Treasurer's Report:

Treasurer Berley reported the following for the month of March.

A total net income reported in the month of March of \$13,010.14.

Expenses in the amount of \$198,889.35 were disbursed. Current assets total \$2,977,714.86. Check numbers 18264-18301 and Electronic Funds Transfers in the amount of \$198,966.35 were written in March.

Secretary Carlson motioned to approve the Treasurer's report for March and file for audit. Second, by Trustee Bailey. All in favor. Motion carried.

Director Halikias reminded board members that the technology budget lines and building fund budget lines would be run to the limit as plan to redeploy funds to purchase computers and task chairs now to avoid potential tariffs and estimated escalation of cost projections.

Library Directors Report:

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

The following were mentioned:

- March was a busy month with budget preparation.
- Enjoyed the financial programs at Atlas Director Retreat
- New staff task and patron chairs are arriving and being assembled for usage.
- Staff were given small tokens of appreciation and treated to a staff lunch in recognition of National Library Worker's Day

Library Department Reports:

Judy Jarvis, Administrator of Business and HR, reported that the month has been busy with budget planning.

The annual audit has been scheduled with preliminary audit taking place in June and final audit in October.

Mary Malach, Head of Circulation Services, reported that this week as part of National Library Week her department staff created some nice events for patrons.

Ms. Malach was also happy to report that even though there were two department staff members out on leave of absence the department was able to send out over 75 invoices for the return of materials and many items were returned due in part to the notices sent to patrons. Ms. Malach is very happy with the many items that have been placed back in the library inventory.

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 she attended a county sponsored CPR training course this past month. The department continues to work on Summer Reading planning and she has been helping with Storytimes due to staff out on a medical leave. It has been a busy month in YSD.

Old Business

- None

New Business

- Local History Collection Policy NF3--Discussion and Action Required

The Board reviewed a revision of the current local history collection policy guiding collecting, utilization, and disposal.

Dawn Ritter, Head of Adult Services, reported that the department felt the need to clarify the usage of materials for the policy. The library staff have been working on the policy for over a year reviewing other local library policies of this nature to compare.

Ms. Ritter indicates it was a good time to clarify what the library should hold on to, what to accept as donations and add digitalization of some of the collection items.

Ms. Ritter indicated a great deal of staff time is devoted to tracking and sorting through materials and donations and making them available to the community. It is a very well-sized and interesting collection.

Trustee Bailey motioned to approve the Local History Collection Policy NF3 as presented.

Seconded by Secretary Carlson. All in favor. Motion carried.

- Budget for Fiscal Year 2025-2026-Discussion and Action Required

The board reviewed the proposed budget for fiscal year 2025-2026 and there were no suggested amendments or changes proposed.

Treasurer Berley motioned to accept the Budget for Fiscal year 2025-2026 as proposed and presented in the amount of \$2,507,500. Seconded by Vice President Steed. Roll Call Vote: Ayes Five (5) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, and Trustee Bailey.

Nays: None

Absent: One (1) Trustee Cranford. No response at roll: One (1) Trustee Hicks.

All in favor. Motion carried.

- Ordinance 1-25 Budget and Appropriation Ordinance for Fiscal Year 2025-2026- Action required.

The board reviewed the annual ordinance the denotes the budget and legal appropriation necessary to secure operational funding for the library. The ordinance is provided to the Village of North Aurora.

Treasurer Berley motioned to accept Ordinance 1-25 Budget and Appropriation Ordinance in the amount of \$2,507,500.00 as presented. Seconded by Trustee Bailey. Roll Call Vote: Ayes Five (5) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, and Trustee Bailey.

Nays: None

Absent: One (1) Trustee Cranford. No response at roll: One (1) Trustee Hicks.

All in favor. Motion carried.

At this time Director Halikias thanked Vice President Steed and Trustee Hicks for their many years of dedicated service, loyalty to the library, staff stewardship and concern for the community.

A heartfelt thanks was expressed by Director Halikias for hiring her as the Library Director and making it possible for her to live her “dream” job at Messenger Public Library.

President Saperston and Board members offered their heartfelt words of thanks as well and took part in honoring Ms. Steed and Mr. Hicks with a cake, certificate of appreciation and a small, engraved clock honoring their years of service.

Trustee Bailey motioned to adjourn the Regular session of the Board meeting to go into closed session at 8:05 pm. Seconded by Secretary Carlson. All in favor. Motion carried.

Trustee Open Comments

Steed: Will miss everyone and loves to volunteer her time and the library is a very good cause. She has enjoyed being on the board of trustees and hopes to return some day. It was a hard decision not to re-run for the election but was very happy for the 8 years and the experience and for being able to serve with everyone.

Thank all the staff for working so hard to get a budget in place one month early. It is appreciated and is noted.

Berley- the library has an excellent board of trustees, and it was a great meeting, and it is good for Peggy to be able to continue with the board at this time.

Bailey-glad that Peggy will be able to continue with the board. Good group in place and she is learning more and understanding more in the role of a Trustee.

Saperston-it is always good to volunteer for good causes and is happy with the board and all the members do. It was a good meeting, and he is appreciative of all that the board and staff do for the library. Reminded board members he will not attend the May 8th Board meeting due to family obligations.

Items for next month:

Revised Library Credit Card Policy

Trustee By Laws-Remote Attendance Policy

Adjournment of Regular Meeting

Trustee Bailey motioned to adjourn the regular board meeting at 8:43 pm. Seconded by Vice President Steed. All in favor. Motion carried.

