

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
May 8, 2025**

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

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

Absent: President Saperston, Trustee Cranford, and Trustee Hicks

Via Zoom: Trustee Hicks entered the meeting at 7:26 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 and Michelle Kurczak.

Public attending: Katie Bogle, Laura McCoy, James McCoy, and Dave McCoy

Additions or changes to Agenda: None

Presentation: None

Approval of Meeting Minutes: April 10, 2025, Regular Board Meeting Minutes.

Treasurer Berley motioned to approve the April 10, 2025; Regular Board meeting minutes as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

Approval of Closed Session Meeting Minutes: April 10, 2025, Meeting minutes.

Treasurer Berley motioned to approve Closed Session meeting minutes of April 10, 2025, as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

Public Comments: None

Communications: Director Halikias reported a donation to the Community Foundation by former Library Director, Kevin Davis, in memory of former MPL staff member Joyce Self who recently passed away.

Treasurer's Report:

Treasurer Berley reported the following for the month of April.

A total net income reported in the month of April of \$12,838.36.

Expenses in the amount of \$204,717.24 were disbursed. Current assets total \$2,785,885.77. Check numbers 18302-18344 and Electronic Funds Transfers in the amount of \$204,744.45 were written in April.

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

Library Directors Report:

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

The following were mentioned:

- April was a busy month, and the new fiscal year begins in June.
- Budget was passed. Board elections were held.
- April was a heavy meeting month.
- New Library Credit cards were approved and will be in place with the new fiscal year.
- Wight and Co. completed the on-site assessment.
- Outsourced IT Solutions provided an overview of services at the All staff meeting on April 25th and provided staff with breakfast food.
- Parking lot sealcoating is scheduled for library closing day of May 26th for holiday.
- ASD staff member is leaving employment in May due to planned relocation.

Treasurer Berley inquired with reference to Trustee By-Laws and Robert's Rule and asked if there was documentation on file that specify guidelines that provide time and/or topic limitations for board members on discussions, or if this topic could be discussed in bylaw revision.

Director Halikias briefly discussed the documentation provided in agenda item 10 and provided some background information in regard to discussions and rules and regulations outlined in the current by-laws in place for the library board of Trustees.

Director Halikias mentioned that a review of the current by laws is necessary at a future meeting to determine if any revisions are needed.

Department Head Reports

Mary Malach, Head of Circulation Services, mentioned that she and another staff member recently attended the memorial services for former MPL staff member Joyce Self.

Ms. Malach informed the board members that Ms. Self was a 38-year employee of the library and loved working at the library until her retirement in 2019.

Michelle Kurczak, Head of Youth and Teen Services, reported that April was a busy month for her department. Summer reading begins on June 1st, and everyone is invited to attend a magic show and events scheduled for June 7th.

Judy Jarvis, Administrator of Business and HR, reported that the month has been busy with the end of the fiscal year rapidly approaching.

Ms. Jarvis reported that she was pleased with the recent response from the library contracted IT administrator for a computer related issue.

Old Business

- None

New Business

- Meeting Room Policy MNG 4- Action Required

The board reviewed meeting room policy updates presented for approval.

Director Halikias outlined some of the proposed changes in meeting room policy as presented.

Director Halikias reported that some of the verbiages were changed to make the policy clearer and more precise and to include specifics for HOA meetings as well as guidelines for meeting room capacity for attendance for public meetings.

Trustee Bailey motioned to approve the Meeting Room policy MNG 4 as presented along with suggested updates proposed by Treasurer Berley. Seconded by Trustee Carlson. All in favor. Motion carried.

- Trustee By-Laws-Discussion

The board reviewed the proposed by laws as presented and discussion of the agenda item took place earlier in the meeting.

- Swearing in of Trustees

The Oath of Office was administered to the following by Director Halikias.

- a. Katherine Bogle
- b. Peggy Carlson
- c. Laura McCoy

New Trustees were welcomed to the table by the current and retiring Trustees.

The organization of officers will take place at the June Board of Trustees meeting and certification of the Trustee list for submission to the State of Illinois.

Trustee Open Comments

Bogle: Were there any updates on the chickens belonging to the library neighbors?

Berley: Happy for the election that had taken place. The library is fortunate to have the board members in place and thank you to all that serve on the board for MPL.

Bailey: Welcome to all.

McCoy: none

Saperston: absent.

Cranford: absent

Hicks: none

Steed: none

Items for next month:

Organization of Board

Discussion of By-Laws

Revised Credit Card Policy

Director Halikias thanked Vice President Steed and Trustee Hicks for their service and dedication to the library over the years. Their service was greatly appreciated, and they were wished well.

Adjournment of Regular Meeting

Trustee Carlson motioned to adjourn the regular board meeting at 7:52 pm. Seconded by Trustee Bailey. All in favor. Motion carried.