



**Messenger Library Board of Trustees | Meeting Agenda  
Thursday, June 12, 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 June 12, 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. Organization of Board – Action Required  
The Board will elect officers for President, Vice-President, Secretary and Treasurer in effect until Spring of 2027.  
**Motion: Each position requires a motion, a second, and a vote.**
4. Approval of Meeting Minutes – Action Required  
Board Meeting Minutes – Regular Board Meeting May 08, 2025  
**Motion: The Board moves to accept the minutes as presented.**
5. Public Comments
6. Communications
7. Treasurer’s Report – Action Required  
The Board will move to accept the 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**Motion: The Board moves to accept the Treasurer’s report as presented.**
8. Library Director Report
  - a. Departmental Reports

## 9. Old Business

### a. Trustee By-Laws – Discussion

The Board may recommend a committee of 1-2 Trustees to review bylaws or make recommendations.

## 10. New Business

### a. Library Credit Card Policy FIN 1- Action Required

The Board will review and adopt the new credit card policy authorizing the use and procedures for Departmental credit cards to improve bookkeeping and accountability.

**Motion: The Board moves to adopt the new Library Credit Card policy as presented**

### b. Charity Collection Box Policy MNG 25 – Action Required

This policy will define the use and limitations of charity collection boxes.

**Motion: The Board moves to adopt the new Charity Collection Box policy as presented.**

### c. Certification of Trustee List – Discussion

The Board will review the certification of the Trustee list and officer position for submittal to the Illinois State Library. This will be certified by the Secretary of the Board.

## 11. Trustee Open Comments

## 12. Items for next month

### a. IPLAR – Illinois Public Library Annual Report

## 13. 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