

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
June 12, 2025**

**Call to Order:** President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:02pm.

**Roll Call:** President Saperston, Secretary Carlson, Trustee Cranford, Trustee Bailey, Trustee McCoy, and Trustee Bogle. (Treasurer Berley arrived after roll call was recorded)

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

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

**Public attending:** None

**Additions or changes to Agenda:** None

**Organization of Board-Action Required**

The Board elected officers for President, Vice President, Secretary and Treasurer in effect until Spring of 2027.

The following was recorded:

**President:** Saperston

Motion: Cranford

Second: Bailey

Vote Aye: 7

Vote Nay: 0

**Vice President:** Cranford

Motion: Bogle

Second: Bailey

Vote Aye: 7

Vote Nay: 0

**Secretary:** Carlson

Motion: Berley

Second: Cranford

Vote Aye: 7

Vote Nay: 0

**Treasurer:** Berley

Motion: Carlson

Second: McCoy

Vote Aye: 7  
Vote Nay: 0

The Board member listing was updated with these votes by Director Halikias.

**Approval of Meeting Minutes:** May 8, 2025, Regular Board Meeting Minutes.

Secretary Carlson motioned to approve May 8, 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 May.

A total net income reported in May of \$130,033.94.

Expenses in the amount of \$203,316.55 were disbursed. Current assets total \$2,712,616.03. Check numbers 18345-18405 and Electronic Funds Transfers in the amount of \$204,186.45 were written in May.

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 May.

The following were mentioned:

- May was a busy month; staff reviews and budget finalization were key projects.
- Three staff promotions in Circulation Services from CSD Associate 1 to Associate 2
- One staff promotion in Adult Services to Librarian
- Recognition of Adult Services Department Head, Dawn Ritter, for her upcoming trip to New York, awarded for implementing a partnership in Technology between surrounding local libraries and colleges. MPL is very proud of this partnership and all the efforts that have been made to bring this opportunity to patrons and community.
- Capital needs assessment of Wight Company. July Board meeting will bring more information and opportunity for questions.

- Proposed update of current Trustee By laws and processes to be reviewed by selected board members. President Saperston suggested the board Vice President and Secretary meet to begin this review process.
- Library parking lot seal coated and striped.
- New ASD staff member, Mary Horn began employment on June 4<sup>th</sup>.
- New Bike racks to be installed next week.
- The first in a series of concerts brought artist John Till and approximately 40 patrons to the event.

### **Department Head Reports**

Judy Jarvis, Administrator of Business and HR, reported that the former fiscal year had officially been closed, and the new fiscal year has begun.

A preliminary audit is scheduled to take place on June 26<sup>th</sup>.

A new cleaning crew will be starting next week. A change is taking place due to staff observations and ongoing reported issues.

Michelle Kurczak, Head of Youth and Teen Services, indicated that May was a busy month with staff focused on planning for Summer Reading. Staff are currently overseeing many day care visits and story times.

A lot is going on at this time and staff and patrons are excited about all the planned events.

Dawn Ritter, Head of Adult Services, indicated May was a busy month for the department as well.

Ms. Ritter indicated the department held some great programs to include free comic book day. The LACONI Trustee Banquet was well attended and welcome to new staff member Mary Horn.

Mary Malach, Head of Circulation Services, thanked her staff for all their hard work during the busy month of May.

Ms. Malach will be interviewing for an additional library page position hoping to be filled soon.

## Old Business

- Trustee By-Laws-Discussion

The board President recommended a committee of 1-2 Trustees to review by-laws or make recommendations.

## New Business

- Library Credit Card Policy FIN-1-Action Required

The board reviewed and adopted the proposed new credit card policy authorizing the use and procedures for Departmental credit cards to improve bookkeeping and accountability.

Trustee Bogle motioned to adopt the new Library Credit card policy as presented. Seconded by Treasurer Berley. All in favor. Motion carried.

- Charity Box Collection Policy MNG 25-Action Required

The board reviewed the proposed policy defining the use and limitations of charity collection boxes.

Vice President Cranford motioned to adopt the new Charity Collection Box policy as presented. Seconded by Trustee McCoy. All in favor. Motion carried.

- Certification of Trustee List-Discussion

The board reviewed the certification of the Trustee list and officer position for submittal to the Illinois State Library. This was certified by the Secretary of the Board.

## Trustee Open Comments

**Bogle:** Good to be on the board of Trustees.

**Berley:** Glad to see full board participation in house.

**Saperston:** Thank you to everyone for all their work and welcome to the new Trustees. Happy to see the parking lot full.

## Items for next month:

Wight Co. Assessment

IPLAR report

Trustee By-Laws

Closed Session Meeting Minute review

**Adjournment of Regular Meeting**

Trustee Bogle motioned to adjourn the regular board meeting at 8:02 pm. Seconded by Trustee Bailey. All in favor. Motion carried.