



Messenger Library Board of Trustees | Meeting Agenda
Thursday, August 14, 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 August 14, 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. Approval of Meeting Minutes – Action Required
Board Meeting Minutes – Regular Board Meeting July 10, 2025
Motion: The Board moves to accept the minutes as presented.
4. Public Comments
5. Communications
6. 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.**
7. Library Director Report
 - a. Departmental Reports
8. Old Business
 - a. Trustee By-Laws – Discussion
Progress report if available.

9. New Business

a. Wight Capital Assessment Report and Discussion – Action

The Board will review the report on capital replacement needs and conditions assessment. Wight will present the documentation, report, and cost analysis. The draft was presented at the July meeting for August approval.

Motion: The Board will vote to adopt the capital needs assessment as presented by Wight.

10. New Business

a. Roof repair discussion – Discussion

An assessment memo will discuss the nature of deficiencies, and discussion about feedback and next steps.

b. Circulation Policy Update – Action Required

The current circulation policy will be updated to change the Wi-Fi hotspot lending policy from 28 days with renewals to 14 days with no renewals to prevent monopolization of the resource.

Motion: The Board moves to adopt the revised Circulation Policy for amended Wi-Fi hot spot loan period.

c. PTO (Paid Time Off) Policy Update – Action Required

This policy update will simply language, remove outdated charts, clarify schedule adjustments and comply with the Paid Leave for All Workers Act as per the State of Illinois.

Motion: The Board moves to adopt the revised Paid Time Off policy as presented.

d. Staff Development Day Closing – Action Required

The annual Staff Development Day will be held on Friday, October 24th and be held in-house at the Library. The tentative agenda is presented.

Motion: The Board approves the closing of Friday, October 24th for Staff Development Day

11. Trustee Open Comments

12. Items for next month

a. Levy for 2025 payable in 2026

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