

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
August 14, 2025**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:01pm.

Roll Call: President Saperston, Secretary Carlson, Treasurer Berley, Trustee Cranford, Trustee Bailey, Trustee McCoy, and Trustee Bogle.

Also attending: Director Shannon Halikias

Staff attending: Department Heads Dawn Ritter and Mary Malach.

Public attending: Lisa Schmidt, Nick Jaworsky from Wight Company

Additions or changes to Agenda: President Saperston moved New Business Item a: Wight Capital Assessment Report and Presentation to beginning of Agenda.

Presentation: Wight Company Capital Assessment Report and Presentation

Lisa Schmidt and Nick Jaworsky of Wight Company presented an updated report on capital replacement needs and a conditions assessment to the board. Entry doors calculations had updated numbers after deeper evaluation of hardware and new connection full replacement v. retrofitting. Water treatment system section updated. Vice President Cranford requested new copies of the report with updated information highlighted or memo with list of changes.

They also reviewed with the board two memos, first was their findings on the roof project from 2024, second was a prioritization list based on last month's report feedback and suggestions.

The roof memo detailed roof work, with replacement planned for 2024. He reviewed prior documents, plans, and reports from the former architect and contractor, noting that the ballasted roof sections with river stones are a cost-effective style. The low-slope roofs where ponding is occurring are original to the building and were not part of the 2024 project.

The presentation outlined the process for assessing roof grading issues, beginning with a thermal scan. Nick reviewed photographs of problem areas with the Board. They also discussed whether any addendums had been made to reduce roofing costs.

Adler's roofing work carries a two-year labor warranty and a 20-year materials warranty. Next step is to pick up a full copy of our project documents from Kluber for review.

The Board members thanked Wight Company staff members for their presentation.

New Business item moved up to start of meeting

- Wight Capital Assessment Report and Discussion – Action Required

The Board reviewed adopted the updated report on capital replacement needs and supporting documents.

Vice President Cranford motioned to approve and adopt Wight Capital Assessment Report. Seconded by Trustee Bailey. All in favor. Motion carried.

Approval of Meeting Minutes: July 12, 2025, Regular Board Meeting Minutes.

Treasurer Tanya motioned to approve July 12, 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 July.

A total net income reported in July of \$38,3039.28

Expenses in the amount of \$212,931.39 were disbursed. Current assets total \$3,439,589.15

Check numbers 18456-18510 and Electronic Funds Transfers in the amount of \$213,220.37 were written in July.

Trustee McCoy motioned to approve the Treasurer's report for July and file for audit. Seconded by Trustee Bogle. All in favor. Motion carried.

Library Directors Report:

Director Halikias provided a brief update for the month of July. The following were mentioned:

- Records room cleanup and shredding approved by the state; deadline for library-wide organizing initiative is October 24, 2025 (Staff Development Day).
- Donated former computers to Aurora Christian School.
- North Aurora Days event drew large crowds and went well.
- Reviewing copier/printer options for Konica contract renewal and evaluating ongoing HVAC contracts.
- Establishing best practices by regularly reviewing contracts for competitive public bids.
- Facility updates: new makerspace cabinets in Room 1, fireplace conversion to electric, repainted bike racks, Adobe Pro installed.
- Department Heads' next project: updating Personnel Policy; gathering staff and community feedback through focus groups (Sept. 16–17) with completion goal by end of October.
- Fall newsletter released with QR code for feedback; Wight Company to facilitate focus groups.

Department Head Reports

Mary Malach, Head of User Services, no additional comments.

Dawn Ritter, Head of Adult Services, René's display is up through August. Currently shifting and re-shelving large print collection as it is expanding and the collection is more closely matching the needs and requests of the patrons.

Judy Jarvis, Administrator of Business and HR -not present. Shannon reviewed highlights from her report and announced upcoming final audit dates.

Michelle Kurzak, Head of Youth and Teen – not present- Dawn distributed the YSD Summer Challenge statistics.

Old Business

- Trustee By-Laws Meeting to be held on Monday August 18, 2025 at 1:30pm

New Business

- Wight Capital Assessment Report Updates and Presentation- Action Required

This agenda item was moved to the start of the Board meeting by President Saperston.

- Circulation Policy Update

Reviewing suggested updates to the current circulation policy 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. Changes requested for the check-out guidelines for Hotspots to ensure equity and access for all patrons. Currently we have 14 devices.

Trustee Bailey motioned to accept the updates to the Circulation Policy for the hotspot lending. Seconded by Vice President Cranford. All in favor. Motion carried.

- PTO (Paid Time Off) Policy Update

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.

Treasurer Berley motioned to accept the PTO (Paid Time Off) Policy Update. Seconded by Trustee Bogle. All in favor. Motion carried.

- Staff Development Day

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

Treasurer Berley motioned to approve the plans for Staff Development Day on October 24, 2025 including closing the library for the day. Seconded by Trustee MCoy. All in favor. Motion carried.

Trustee Open Comments

Cranford: Praised the usefulness of the public documents explaining the records retention process and library information.

Berley: Expressed support and praise for the staff's great customer service.

Adjournment of Regular Meeting

Trustee Bogle motioned to adjourn the regular board meeting at 8:42 pm. Seconded by Treasurer Berley. All in favor. Motion carried.