

**Messenger Public Library
Board of Trustees Meeting
October 9, 2025**

Call to order: 7:02 pm

In attendance:

President Saperston, Vice President Cranford, Secretary Carlson, Treasurer Berley, Trustee Bailey, Trustee McCoy, Trustee Bogle

Staff attending: Shannon Halikias, Dawn Ritter, Michelle Kurczak

Approval of Meeting Minutes for September 11, 2025

Motion to approve September 11, 2025 minutes: Bailey

Second: Carlson

All in Favor

Approved

Public Comments: none

Communications: Shannon shared about a few notes from patrons, one from someone who'd attended all the Music @ Messenger concerts and one about how helpful the door wave accessibility feature on public restrooms is.

Treasurer's Report

Treasurer Berley reported the following for September: \$917736.99 income; \$180575.99 expenses, 18550-18567 \$180726.99 efts and checks; total assets \$4106332.73

Discussion: Shannon gave a special acknowledgement to Judy because she was so diligent about sorting out a bill issue with AT&T. She was relentless in tracking down and fighting overcharges and correcting plans.

Motion to approve treasurer's report: Bogle

Second: Bailey

All in favor

Approved

Library Director's Report

Shannon commented on her time-off; HVAC RFPs; Wight focus groups, surveys, and Beacon-News article; goals check-in meetings; server migration; \$1000 donation from a patron; Staff Development Day; electric fireplace installation; new Metronet contract and installation; Dawn was asked to present at a conference in Wisconsin; Garden Club memoriam donation; tree donation from a patron; and Baker & Taylor closing. President Saperston commented that Metronet was bought out by T-Mobile.

Department Reports

- Dawn: Really excited about bilingual signage and staff picks stickers!
- Judy: Shannon pointed out her comments on new cleaning crew going well, concern about delays on generator parts; Judy will be back on Monday for audit.
- Michelle: YSD has kept busy with vendor changes as well as preparing for maternity leaves to start next month
- Mary: Shannon shared Mary's increased outreach to register new patrons, including attending meetings at local apartment complexes.

Discussion: President Saperston noted that new homes are being built near Hardware. Treasurer Berley commented on increasing the budget for snacks at the Holiday Open House and highlighted items of interest in each department report. Vice President Cranford read aloud some of the patron comments on display. Board members indicated interest in attending the Holiday Open House to meet and greet patrons, will follow up in November.

Old Business

Roof Repair Update: Shannon met with the library's lawyer and is sending a letter to Kluber and Adler.

Trustee Bylaws:

Discussion: Shannon, Vice President Cranford, and Secretary Carlson are working on this. They will want to get comments from the Board on potential substantial changes in December. Vice President Cranford suggests looking into history of Messenger Public Library's bylaws as well as importance of Open Meetings Act to be prepared for discussions. Trustees discussed the process and review options.

New Business

Board meeting dates for 2026

Motion to approve board meeting dates for 2026: Cranford

Second: McCoy

All in favor

Approved

HVAC RFP review

Discussion: Shannon shared RFP with companies found through multiple sources. The total is below public bid requirement, so she requested proposals. RJ O'Neil came in with the lowest proposal on Messenger's current system. They are local to Montgomery, also serve VONA and DeKalb Public Library.

Motion to adopt RJ O'Neill contract: Berley

Second: Bogle

Roll call: Bailey, Berley, Bogle, Carlson, Cranford, McCoy, Saperston

Approved

Water testing contract

Discussion: RJ O'Neil suggested water quality testing twice per year, since monthly testing for the first year of the new boiler has gone well.

Motion to adopt water quality contract: Berley

Second: Cranford

Roll Call: Saperston, Cranford, Berley, Carlson, Bailey, Bogle, McCoy

Approved

Post-retirement report

Discussion: A new representative went through report with Shannon and Judy on library's post-retirement obligations. Questions on the report can be addressed at the audit presentation.

Master Planning Process update

Discussion: Special session to dive into this on Oct. 23 at 6:30pm. Administration had a great first overview of feedback and goals. Second run through with Dawn and Michelle. Presentation to the Board will include all 3 design ideas, with option C fleshed out a little more.

Regular Meeting Adjournment to Closed Session

Adjourn to closed session at 8:20 pm

Motion: Bogle

Second: Berley

All in favor

Approved