

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
January 8, 2026**

**Call to Order:** President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:03 pm.

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

Also attending: Director Shannon Halikias and Administrator of Business and HR Judy Jarvis(via Zoom).

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

**Public attending:** None

**Additions or changes to Agenda:** None

**Presentations:** None

**Approval of Regular Meeting Minutes:** December 11, 2025, Regular Board Meeting Minutes.

Trustee Bailey motioned to approve December 11, 2025; Regular Board meeting minutes as presented. Seconded by Secretary Carlson. All in favor. Motion carried.

**Approval of Closed Session Minutes: December 11, 2025 Closed Session Meeting Minutes.**

Treasurer Berley motioned to approved December 11, 2025, Closed Session 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 December.

A total net income reported in December of \$13,057.49.

Expenses in the amount of \$177,434.95 were disbursed. Current assets total \$3,661,695.30

Check numbers 18709-18755 and Electronic Funds Transfers in the amount of \$177,511.95 were written in December.

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

### **Library Directors Report:**

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

- Made it through the calendar year and the busy holiday season.
- Thanked staff for all their work in planning the Holiday Open House.
- Reported Staff Holiday Event and Trustee Dinner were very much appreciated.
- Budget Planning set to begin in February.
- December was a month with many meetings attended.
- Provided brief updates on pending issues.

### **Department Head Reports**

Judy Jarvis, Administrator of Business and HR gave brief update on new insurance policy and delay in eligible staff receiving new insurance cards.

Representative is working with the insurance company to get new cards issued. This has been reported by other libraries as well within LIMRICC pool.

Dawn Ritter, Head of Adult Services, indicated December was a busy month that included many fun events at the library. The winter reading challenge is going well, the kindness hat program that just concluded produced 10 more hats over last year, so once again it was a successful program.

Mary Malach, Head of Circulation Services, reported December was a busy month and holiday season. The holiday open house and staff holiday events were well attended.

Michelle Kurczak, Head of Youth and Teen Services, reported December holiday events at the library were great and the department did well even with being down two full time staff members out on maternity leave.

Ms. Kurczak thanked all the staff in all the departments for helping. Great team effort by all.

## **Old Business**

- Trustee Bylaws-Discussion

A meeting will take place sometime in February or March. A meeting was postponed due to a busy December schedule. More information will be forthcoming when Trustees and Director are available.

## **New Business**

- Master Plan-Discussion

Board members were reminded that in February they would be adopting a plan as proposed by Wight & Company during the November 2025 board meeting presentation.

Director Halikias invited board members to provide any additional suggestions or feedback prior to the next board meeting.

Director Halikias informed Board members that she invited the VONA Administrator, Steve Bosco, to attend the next board meeting to discuss future plan options of the library and review the library Master Plan.

- Per Capita Grant-Discussion and Action Required

The Board reviewed the annual Per Capita Grant submission form and discussed progress in meeting standards.

Director Halikias reported that there was a new format to reporting this year.

Director Halikias reported the library is meeting all the core standards and this is a yearly submission that provides the library with funds for materials and services. While this is not a mandatory requirement, it is worth the time to compile to receive the funding.

Vice President Cranford motioned to submit the Per Capita Grant for the Illinois State Library as presented. Seconded by Trustee Bogle. Roll Call Vote: Ayes (7) Seven: President Saperston, Vice President Cranford, Treasurer Berley, Secretary Carlson, Trustee Bailey, Trustee McCoy and Trustee Bogle. Nays: None. All in favor. Motion carried.

## **Closed Session:**

**Motion to move to Closed Session for Director Annual Review**

**Items for next month:**

Updated Special Reserves Ordinance  
Board Bylaws  
Master Planning Discussion and/or Adoption  
Discuss HVAC Control System Project

**Adjournment of Regular Meeting**

Trustee Bailey motioned to adjourn the regular board meeting at 8:06 pm. Seconded by Trustee McCoy. All in favor. Motion carried.