MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2026

Call to Order: Vice President Cranford called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:00 pm.

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

Absent: President Saperston

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

Staff attending: Department Heads Michelle Kurczak and Dawn Ritter.

Public attending: Earl Everson of Elite Document Solutions, Lisa Schmidt and Sudash Saraf of Wight and Company (via Zoom)

Additions or changes to Agenda: Presentations of Elite Document and Wight and Company were moved to beginning of meeting.

Presentation: Earl Everson of Elite Document Solutions

Earl Everson of Elite Document Solutions presented board members with an overview of proposal for copier services for the library. Mr. Everson provided a brief background of his company and the offerings proposed for the library staff and patron copier needs.

Mr. Everson reviewed the options available, and the contract proposed to include two Xerox copiers for the library based on the Director and business office recommendations.

Mr. Everson gave a brief overview of the products, services and training that would be part of a contract agreement with the library and Elite.

Director Halikias indicated that a great deal of research and time was devoted to meeting with vendors to find the right solution and fit for the library.

The board was pleased with the information provided and based on recommendations from Director Halikias, Treasurer Berley motioned to accept the new vendor contract with Elite for a term of 5 years at $676.00; two new Xerox machines inclusive of machine and copier allowance.

Seconded by Trustee Bogle. Roll Call Vote: Ayes (6) Vice President Cranford, Treasurer Berley, Secretary Carlson, Trustee Bailey, Trustee McCoy, and Trustee Bogle. Nays: None. Absent: President Saperston. All in favor. Motion carried.

The board members thanked Mr. Everson for his presentation and information.

Presentation: Lisa Schmidt and Sudash Saraf of Wight and Company for Public Bid Results and Approval for HVAC/Control System Project.

Lisa Schmidt and Sudash Saraf of Wight and Company provided the results of the public bid for the HVAC/Control System project and answered any questions associated with the results.

Ms. Schmidt provided documentation outlining the scope of work that would take place once the bid was accepted and Sudash Saraf outlined the mechanical components and controls and the scope of work, including testing that would be needed for the control system project.

The current issues with the HVAC system were discussed as well as the scope of the project that would correct the issues that this library is currently experiencing.

After discussion, the board members agreed to accept the public bid from Amber Mechanical of Alsip, Illinois in the amount of $258,540 with $15,680 for allowances for testing and balancing as recommended. The motion was made by Trustee Bogle and seconded by Treasurer Berley. Roll Call Vote. Ayes: (6) Vice President Cranford, Treasurer Berley, Secretary Carlson, Trustee Bailey, Trustee McCoy, and Trustee Bogle. Nays: none. Absent: President Sapeston. All in favor. Motion carried.

Board members thanked Ms. Schmidt and Mr. Saraf for their presentation and information.

Approval of Regular Meeting Minutes: May 14, 2026, Regular Board Meeting Minutes.

Treasurer Berley motioned to approve May 14, 2026; 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 April of $127,314.48.

Expenses in the amount of $217,752.81 were disbursed. Current assets total $2,875,866.56.

Check numbers 18950-19012 and Electronic Funds Transfers in the amount of $217885.94.

were written in May.

Trustee Bogle motioned to approve the Treasurer's report for April and file for audit. Seconded 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:

- Finalized Budget and Appropriation
- Library Director meetings
- Annual staff reviews and goal setting periods for evaluations
- Building and grounds (mulching and quotes for new doors and shed)
- Schedule of public bid events for HVAC upgrades
- Review of community survey

Department Head Reports

Michelle Kurczak, Head of Youth and Teen Services and Dawn Ritter, Head of Adult Services, shared updates on summer reading programs and provided updates from the recent summer reading kickoff event.

Judy Jarvis, Administrator of Business and HR indicated a new fiscal year has begun and preliminary audit will take place on June 15^{th}.

Old Business

- Public Survey and Strategic Planning-Discussion

A print copy of the public survey was made available to board members. The survey is available June through August for the public online and print version; strategic planning anticipated to begin in September.

New Business

- Public Bid Results and Approval for HVAC/Control System Project-Action Required.

The board approved the proposed bid in the amount of $258,540 with $15,680 for allowances for testing and balancing from Amber Mechanical of Alsip, Illinois. Roll call vote recorded.

- Copier Vendor Proposal-Discussion and Action required.

The board approved and accepted new contract from Elite Document Solution as recommended for a term of 5 years at $676; for two new Xerox machines inclusive of machine and copy allowance for the library. Roll call vote recorded.

Trustee Comments:

Berley: Appreciates the background and experience that Director Halikias brings with her role for the library and is happy with all that is taking place and all information that has been presented to the board.

Adjournment of Regular Meeting

Trustee Bailey motioned to adjourn the regular board meeting at 8:58 pm. Seconded by Trustee Bogle. All in favor. Motion carried.