

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
March 9, 2023**

Call to Order: President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:06 pm.

Roll Call: President Saperston, Treasurer Berley, and Trustee Cranford.
Trustee Hicks and Vice President Steed (via Zoom)
Absent: Secretary Sparks and Trustee Carlson

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

Staff attending: Department Heads Mary Malach and Michelle Kurczak

Public attending: Jeffrey Volkman of Volkman Insurance Agency

Additions or changes to Agenda: None

Approval of Meeting Minutes: February 9, 2023, Regular Board Meeting minutes.

Treasurer Berley motioned to approve the February 9, 2023; Regular Board meeting minutes as presented. Seconded by Trustee Cranford. All in favor. Motion carried.

Public Comments: Jeffrey Volkman of Volkman Insurance Agency presented Board members with a proposal for the library insurance policy for the period of 4/1/2023 thru 4/1/2024 for their consideration and review.

Mr. Volkman provided board members with a brief background and his work within the community and provided board members with a proposal outlining the suggested coverage and cost projections associated with an annual policy for their consideration.

Mr. Volkman indicated he had submitted proposals on a previous occasion and was happy to provide them once again for the new Administration for consideration.

Board members were pleased with the information provided and thanked Mr. Volkman for his time and presentation.

Treasurer's Report:

Treasurer Berley reported the following for the month of February:

A total net income was reported in the month of February of \$10,431.93

Expenses in the amount of \$159,473.02 were disbursed. Current assets totaled \$2,715,445.26. Check numbers 17075-17122 and Electronic Funds Transfers in the amount of \$159,587.81 were written in February.

Trustee Hicks motioned to approve the Treasurer's report and file for audit. Seconded by Vice President Steed. All in favor. Motion carried.

Library Directors Report

Director Halikias briefly reviewed some of the highlights of her report to include:

- Current Budget tracking and FY2024 Budget Preparation
- Webpage redesign updates
- Building and Maintenance updates
- Professional Development

Director Halikias reported February was a busy month to include installation of new touchless door assists on the patron restrooms, the library was once again a voting site, and the library was represented at the North Aurora Mother's Club annual gala.

Director Halikias provided board members with a brief update on a staff matter and patron incident.

Director Halikias reminded Board members of upcoming LACONI Trustee banquet.

Library Department Reports

Business and HR Administrator Judy Jarvis reported that the month of February was a busy month with financial reporting and deadlines.

Michelle Kurczak, Head of Youth and Teen Services, reported on the Treeplenish program that the library is in partnership with IMSA.

Ms. Kurczak mentioned the upcoming Spring program planning as well as the recent Schneider elementary school's Celebration of Learning event. Ms. Kurczak indicated more local school events were being planned for the library to be represented as well.

Mary Malach, Head of Circulation Services, reported that there is currently an opening in the department due to the resignation of one staff member.

Ms. Malach thanked all her staff for taking on more duties due to this staff vacancy.

Ms. Malach indicated that study room request and usage volume has “exploded” recently among patrons. The study rooms are generally booked all thru the day and this is a great undertaking of duties and time for staff to monitor. Staff have done a great job keeping pace with requests.

Old Business:

- Marketing Plan Update-Status update

Director Halikias reported that Weblinx completed the library letterhead and business card redesign and presented board members with a mockup of new design of the website for their review. Staff are excited about the changes and looking forward to rolling out the new website to patrons.

New Business

- Insurance Policy Proposals and Selections-Action Required-Action Required

The Board members met Jeffrey Volkman from Volkman insurance agency as proposed new vendor for the library FY23/24 insurance renewal.

Board members agreed for Director Halikias to proceed with the proposal for Volkman insurance to be the new library insurance holder effective April 1, 2023-April 1, 2024, as proposed. No roll call vote, no official action on this agenda item.

An official board roll call vote will be taken at the April 13, 2023, meeting for this agenda item.

- Personnel Policy Update: Leave of Absence without Pay-Action Required

The Board reviewed updates to provide employee guidance for leave of absences without pay.

Director Halikias provided a brief explanation of the reason for this update to current policy and informed board members that proposed changes were put forth to HR and department heads as well as other library directors for review and input.

President Saperston requested this agenda item be tabled to upcoming April 13th Board meeting for board review and discussion.

No official action was taken for this agenda item.

- Budget Planning Discussion and Set Committee of the Whole Meeting-Action Required

Director Halikias requested meeting dates for a Committee of Whole meeting for budget planning discussion and review. President Saperston indicated he will provide prospective dates in the month of April for board members to review and respond with their availability to attend.

- Closing for Staff Development Day at Library Conference-Discussion and Action Required.

The board discussed the request for an additional Staff Development day on Saturday, June 24th in order to take all staff to the ALA conference held in Chicago, as it is a local event.

Board members discussed closing the library for this day to enable all staff to attend this event.

Director Halikias informed board members that the vendors exhibits were available on Saturday and would be most beneficial for staff to see the latest offerings for public libraries and staff.

Board members concluded that this would be a worthwhile opportunity and agreed to move forward on making arrangements.

Director Halikias indicated that options for travel and transportation and meal break for this event were currently being researched and reviewed.

Trustee Open Comments

Steed: Will hope to attend next meeting in person and is looking forward to the tiny art exhibit reception event in April.

Sparks: Absent.

Cranford: Every week she is more amazed at all the happenings at the library and all the great events available to the patrons and community. She is proud to be a part of the library board. Thank you to everyone for their continued great work!

Carlson: Absent.

Saperston: Had a good time at the North Aurora Mother's Club annual gala. Thanks to everyone for all that they do.

Berley: Loves to hear the positive patron comments in monthly reports. Happy and pleased with the library and all that the staff do for the patrons. Teamwork!

Hicks: Mentioned Illinois General Assembly HB 2789 Library systems book banning and is proud that Messenger Library does not ban books.

Adjournment of Regular Meeting

Treasurer Berley motioned to adjourn the regular meeting. Seconded by Trustee Cranford. All in favor. Motion carried. Regular Meeting adjourned at 8:40 pm.