

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
April 11, 2024**

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, Vice President Steed, Treasurer Berley, Trustee Carlson, and Trustee Bailey.

Via Zoom: Trustee Hicks

Absent: Trustee Cranford

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

Staff attending: Department Heads Mary Malach and Dawn Ritter

Via Zoom: Department Head Michelle Kurczak

Public attending: None

Additions or changes to Agenda: None

Approval of Meeting Minutes: March 14, Regular Board Meeting minutes.

Treasurer Berley motioned to approve the March 14, 2024; Regular Board meeting minutes as presented. Seconded by Trustee Hicks. All in favor. Motion carried.

Public Comments: None

Presentations: None

Communications: None

Treasurer's Report:

Treasurer Berley reported the following for the month of March.

A total net income reported in the month of February of \$14,536.26

Expenses in the amount of \$172,274.47 were disbursed. Current assets total \$2,952,031.88. Check numbers 17704-17745 and Electronic Funds Transfers in the amount of \$178,238.06 were written in March.

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:

- Professional Development
- Informational Updates and Director Activities
- Building and Grounds
- Staff and Projects

Director Halikias reported that March was a busy month to include finalizing the budget, reviewing vendor contracts, and preparing for the C.O.W meeting on April 23rd.

Director Halikias provided updates on several projects nearing completion to include the new library website, and submittal of a grant application for technology centric programming.

Director Halikias thanked the Joy Luck Club for providing the staff with food week festivities in conjunction with National Library Week.

Director Halikias reported review and research on the boiler issue with the library HVAC service vendor and architect were delayed due to an unforeseen medical leave of the vendor assisting with the proposed replacement.

Library Department Reports

Business and HR Administrator, Judy Jarvis, reported in the month of March her office was busy meeting with three prospective new cleaning vendors for library consideration, budget planning and preparing for preliminary audit.

Michelle Kurczak, Head of Youth and Teen Services, acknowledged all the staff that assisted with the improvements in the picture book project.

Ms. Kurczak thanked Director Halikias and the board members for the opportunity to attend the PLA Conference.

Dawn Ritter, Head of Adult Services mentioned upcoming programs to include the return of the Tiny Art project.

Ms. Ritter indicated the new library calendar was launched and things were going smoothly for staff and patrons.

Ms. Ritter thanked Director Halikias and the board members for the opportunity to attend the PLA Conference.

Mary Malach, Head of Circulation Services, indicated that the eclipse glasses were a big draw with patrons and staff also enjoyed taking turns viewing the eclipse.

Old Business

- Roofing Project- Discussion

The board was provided an update of the roofing project indicating the start date of the project was moved to April 15th due to forecasted weather conditions.

- Budget Planning- Discussion

The board members were reminded and invited to share ideas for budget planning for the Committee of the Whole meeting scheduled for Tuesday, April 23rd at 6:00 pm.

New Business

- Staff Development Day-Discussion

Director Halikias requested Staff Development Day be moved from October to September to better serve staff. The proposed dates and speaker are still being finalized.

- Cleaning Contract and Vendor-Discussion

The board reviewed three cleaning contract proposals obtained from prospective vendors and were provided an update of current contract performance along with recent meeting updates by the Administrator of Business and HR.

- Resolution 01-2024 Resolution to join the American Library Association as a full institutional member-Discussion and Action Required

The board reviewed the resolution to join the ALA as a full institutional member.

Treasurer Berley motioned to adopt Resolution 01-2024: Resolution to join and support the American Library Association (ALA) as a full institutional member as presented. Seconded by

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

Trustee Open Comments

Steed: Everyone continues to do a good job at the library.

Berley: Great job from the staff. Appreciates everyone and what they do for the patrons and community.

Carlson: Happy that some of the staff had the opportunity to attend PLA.

Bailey: Enjoys all the updates provided by staff as to what is happening at the library.

Hicks: Very good meeting

Saperston: Eclipse glasses were great. Appreciate having them for patrons to view the event.

Adjournment of Regular Meeting

Vice President Steed motioned to adjourn the regular meeting. Seconded by Trustee Bailey. All in favor. Motion carried. Regular Meeting adjourned at 8:13 pm.