

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA  
BOARD OF TRUSTEES MEETING MINUTES  
June 13, 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, Trustee Cranford, and Trustee Bailey.

Via Zoom: Trustee Hicks (joined at 7:20 pm)

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

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

**Public attending:** Bill Paszek of Oakbrook Mechanical Services, Inc.

**Additions or changes to Agenda:** President Saperston noted the change in agenda to move New Business agenda item A: Boiler Discussion to Presentation portion of meeting.

**Presentation:** Bill Paszek of Oakbrook Mechanical Services, Inc regarding the state of the library boiler and recommendations to have the boiler dismantled and sent for evaluation of warranty and possible replacement.

Mr. Paszek updated the board members on the recent maintenance review of the boiler system.

Mr. Paszek reported that the service tech noted that there was a leak during routine maintenance and suggested that the boiler system be further investigated for repairs or if a need for full replacement is recommended.

Director Halikias also contacted Oakbrook mechanical and the engineers that were part of the boiler replacement project in 2016.

A more comprehensive investigation was suggested to determine if the boiler is still under warranty and if repair or replacement was the best option.

Mr. Paszek indicated that the current boiler is only 8 years old and such units should last 15 to 20 years. Mr. Paszek recommended that the board consider having the unit dismantled by Oakbrook Mechanical as they are most familiar with the library HVAC and send the boiler components to an offsite facility to determine the scope of repair or replacement,

Mr. Paszek fielded several questions from board members including what would cause the current issues and why the current issue was not found in past maintenance reviews.

Mr. Paszek indicated the leak was found at the most recent scheduled inspection and the boiler itself works continuously for 24 hours as a single unit. The previous library boiler was a 3-unit boiler.

The current boiler must work harder to maintain proper function for the library HVAC system.

The board members were provided with a quote for labor and discussed several options.

Mr. Paszek concluded his presentation by suggesting the current time as the library is in the summer season and the heating unit would not be needed at this time. This could be a 4-to-6-week process to conclude.

Board members and Director Halikias thanked Mr. Paszek for his time and attention to this matter.

**Approval of Meeting Minutes:** May 9, 2024, Regular Board Meeting minutes.

Trustee Steed motioned to approve the May 9, 2024; Regular Board meeting minutes as presented. Seconded by Secretary Carlson. All in favor. Motion carried.

**Public Comments:** None

**Communications:** Notice from the Office of the Secretary of State for the Per Capita Grant award for the library for the fiscal year 2024.

**Treasurer's Report:**

Treasurer Berley reported the following for the month of May.

A total net income reported in the month of May of \$149,291.03

Expenses in the amount of \$436,719.29 were disbursed. Current assets total \$2,535,608.41. Check numbers 17791-17855 and Electronic Funds Transfers in the amount of \$436,729.86 were written in May.

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:** None

**Library Department Reports:** None

Director Halikias suggested that due to a full agenda the Director Report and all Department verbal reports should be omitted from the meeting unless Board members had questions regarding reports that were presented.

There were no questions or comments from Board members regarding Director or Department head reports.

### **Old Business**

- Roofing Project- Discussion

The board was provided with an update of the roofing project indicating the project was ending and an adaptation was made to the staff sidewalk downspout area.

### **New Business**

- Boiler Discussion-Discussion and Action required.

A discussion concerning the state of the boiler and expected evaluation costs was held with projected proposals for replacement. The board opted to proceed with investigation for warranty and have Oakbrook Mechanical Services dismantle and send for investigation per proposal and recommendation.

The Director will authorize the removal of the boiler for investigation as to proposed estimate from Oakbrook Mechanical in the amount of \$ 5398.00. No roll call vote was needed for this action.

- Adler Roofing Annual Service Contract-Discussion and Action Required

The board reviewed information for a new contract for yearly maintenance.

Director Halikias indicated that a current contract proposed was a higher in cost that vendor that has been used for long term maintenance but with new roof and anticipated work as part of facilities maintenance over the next few years it seemed more feasible for the library to form a new vendor contract with Adler Roofing.

Treasurer Berley motioned to approve and accept the annual service contract for roofing maintenance as presented with Adler Roofing. Seconded by Trustee Hicks.

Roll call vote. Ayes: Seven (7) President Saperston, Vice President Steed, Treasurer Berley, Secretary Carlson, Trustee Cranford, Trustee Bailey, and Trustee Hicks. Nays: none. All in favor. Motion carried.

- Circulation Policy Update-Action Required

The board reviewed minor changes made to the Circulation Policy as presented to be authorized with noted changes as suggested.

Mary Malch, Head of Circulation Services indicated that the suggestions presented included: After resident cards, add *“expire automatically when a patron moves pf the Messenger Public Library service area.”*

Change in the limit of DVDs to be checked out at one time to be a limit of 20. There was no limit to the amount to check out under the previous policy.

Remove Lewis & Clark kits from Juvenile kits section. Kits are no longer in the catalog.

Chromebooks: add *“Chromebooks must be checked out with a library card”*

Trustee Cranford motioned to approve the Circulation Policy as presented with changes noted. Seconded by Vice President Steed. All in favor. Motion carried.

- Budget Update-Discussion

The board reviewed unaudited results of the yearly budget to actuals for FY2023-2024.

Director Halikias, and Administrator of Business and HR Judy Jarvis, mentioned that at Preliminary audit coming up later this month the auditors would review and examine all final reports for end of fiscal year and make any recommended changes if necessary.

- RFQ and Statement of Interest Proposal-Discussion and Action Required

The board discussed a proposed timeline and documentation related to obtaining Request for Qualifications and Statement of Interest from architect, construction, and owner representative firms, for a building evaluation or planning for improvements in safety and accessibility.

Director Halikias suggested the board grant permission to write RFQ, and schedule meetings to gather information with a proposed due date of July 31.

Vice President Steed motioned to publish and explore options with proposed date as mentioned. Seconded by Treasurer Berley. All in favor. Motion carried.

Director Halikias asked the Board to consider an August meeting to review RFQ's.

### **Trustee Open Comments**

**Saperston:** Thank everyone for their continued hard work and efforts for the patrons.

### **Adjournment of Regular Meeting**

Treasurer Berley motioned to adjourn the regular meeting. Seconded by Trustee Bailey. All in favor. Motion carried. Regular Meeting adjourned at 8:50 pm.