

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

**Call to Order:** President Saperston called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:04 pm.

**Roll Call:** President Saperston, Treasurer Berley, Trustee Cranford, Trustee Steed and Trustee Bailey.

Absent: Secretary Carlson

Via Zoom: Trustee Hicks

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:** None

**Additions or changes to Agenda:** None

**Approval of Meeting Minutes:** June 13, 2024, Regular Board Meeting minutes.

Treasurer Berley recommended that the meeting minutes reflect the monetary amount associated with agenda items for transparency and record. A vote for the removal of the boiler was not necessary at the last meeting as the amount of the removal was under the Director's authorization.

Treasurer Berley motioned to accept the June 13, 2024; Regular Board meeting minutes as presented. Seconded by Trustee Bailey. All in favor. Motion carried.

**Public Comments:** None

**Communications:** Director Halikias mentioned that a recent book donation was received as well as a grant for a bike rack awarded to the library that will be most welcome for patrons.

**Treasurer's Report:**

Treasurer Berley reported the following for the month of June.

A total net income reported in the month of June of \$965,191.84

Expenses in the amount of \$197,346.39 were disbursed. Current assets total \$3,303, 267.36. Check numbers 17856-17897 and Electronic Funds Transfers in the amount of \$197,609.89 were written in June.

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

### **Library Directors Report:**

Director Halikias provided a brief update on the month of June.

It was reported that June was a busy month for the Director's office with the following taking place:

Staff reviews

Director Conference in Springfield

RFQ Published

New plantings throughout the library grounds

Boiler removed for inspection.

ALA Conference in California

Telehealth Class

Director Halikias reported that the roofing project had some minor details left to be completed as well as awaiting final inspection.

### **Library Department Reports:**

Judy Jarvis, Administrator of Business and HR reported that the Preliminary audit had taken place, and the auditors were pleased with the information presented and final audit would take place in September.

Ms. Jarvis also reported that the staff is working well with the new library cleaning vendor and are pleased with the partnership at this time.

Mr. Jarvis thanked staff for helping with the added tasks of tending to dehumidifiers during the boiler investigation.

Dawn Ritter, Head of Adult Services indicated that Technology class programming scheduling is being determined at this time. The department is still working on how to implement the schedules for classes offered to patrons.

Ms. Ritter reported that summer reading kick-off was a successful event. Patrons were pleased with the Kona ice offering.

Mary Malach, Head of Circulation Services, reported the display was fun for staff to create and patrons had many positive comments.

Ms. Malach also reported that patrons have been very generous in their donations to Mutual Ground. Staff assisted with taking two carloads of items to Mutual Ground and more donations are arriving daily.

Michelle Kurczak, Head of Youth and Teen Services commented that the month of June is one of the busiest months for the department.

Ms. Kurczak displayed the newest editions to the Youth Department offerings to patrons—Tonie Box (audio player) and Apple iPad mini that will be used by staff for social media, marketing tools and camera usage for department programs.

### **Old Business**

- Roofing Project- Discussion

The board was provided with an update of the roofing project indicating the project was near completion with a minor adjustment to the staff sidewalk downspout configuration still pending prior to a final inspection of the project.

- RFQ and Statement of Interest Proposal-Discussion

The board reviewed the updated timeline for a submittal date of August 30, 2024, for the initial review of documents at the September meeting.

### **New Business**

- Review of Planned Activities for 2024-Discussion

The board was provided document outlining the proposed projects and policy schedule for 2024. This document included Key Collaborative Endeavors, Department Head Projects, Staff Events and Policy Developments for review.

Director Halikias invited Board members to provide comments or suggestions as well for this agenda item.

- Closed Minute Review-Action Required

The board reviewed the Secretary's document of Closed Minute recommendations.

In the absence of the Board Secretary at the meeting, Director Halikias confirmed the suggestions for closed-minute review and record retention.

With no further discussion, Treasurer Berley motioned to accept the Closed Minute recommendations as presented by the Board Secretary's review documentation, prepared by Halikias. Seconded by Trustee Cranford.  
All in favor. Motion carried.

- Illinois Public Library Annual Report (IPLAR) Action Required

The board reviewed the IPLAR report as presented for submittal to the State of Illinois as required by law.

Director Halikias indicated that the demographics have changed regarding the reporting of some of the data. The form has become more challenging in the electronic filing configuration of data components.

Trustee Cranford motioned to accept the IPLAR report as presented for submittal. Seconded by Treasurer Berley. All in favor. Motion carried.

### **Trustee Open Comments**

**Berley:** Thanked everyone for their continued hard work and efforts.

### **Adjournment of Regular Meeting**

Trustee Bailey motioned to adjourn the regular meeting. Seconded by Trustee Cranford. All in favor. Motion carried. Regular Meeting adjourned at 8:28 pm.