

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING
Messenger Public Library Conference Room
December 8, 2011**

President Treest called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:00 p.m.

Roll Call:

Attending: President Marguerite Treest, Vice President Tanya Berley, Treasurer David J. Young, Secretary Bill Middleton, and Trustee Justin Kline.

Absent: Trustees Janet Leach and Shannon Rapp.

Members of the public in attendance: none.

Additions and changes to the Agenda –

Approval of the November 10, 2011 Regular Board Meeting Minutes

The members of the Board reviewed the minutes for the November 10, 2011 Regular Library Board Meeting. President Treest asked for deletions or corrections.

Trustee Berley motioned for approval of the November 10, 2011 Regular Board Meeting Minutes; Seconded by Trustee Middleton. All approved. Motion carried.

Approval of the Executive Session November 10, 2011 Regular Board Meeting Minutes

The members of the Board reviewed the minutes of the November 10, 2011 Executive Session. President Treest asked for deletions or corrections.

Trustee Young motioned for approval of the November 10, 2011 Executive Board Meeting Minutes; Seconded by Trustee Middleton. All approved. Motion carried.

Public Comments – None

Treasurer's Report

Treasurer Young reported that there was a total net income in the month of November totaling \$51,747.41. Expenses in the amount of \$106,469.47 were disbursed. Total current assets totaled \$2,709,020.39. Check numbers 9963-10023 and Electronic Funds Transfer's in the amount of \$106,595.02 were written in November 2011.

Trustee Young moved to approve the Treasurer's report and file for Audit, Seconded by Trustee Middleton. Motion carried.

Library Administrator's Report

Administrator Davis reviewed with the Board Members his report and the departmental reports. Davis asked the Board to review the Youth Service Departmental report. There are pictures of United States service men receiving twenty-eight packages of supplies the Youth Services Department had put together with the assistance and funding of the North Aurora Mothers Club as part of the Operation Appreciation Program in September 2011. The Holiday Open House held on Sunday, December 4, 2011, went very well. Administrator Davis and staff have been monitoring the substantial increase of downloads of e-books via the E-Media Library Overdrive Subscription Service. Patron inquiries and questions have been taxing the Adult Services and Circulation Departments of the Library. Erin Bigger a recent Dominican University Graduate Student will begin working for the Library in December in the Adult Services Department thirty hours per week. Another new member to the staff is Judith (Judy) Jarvis for the Administrative Assistant's full time position. This position was left open since the beginning of November due to the resignation of Patricia Harwood following over four years of service to the Library and the community of North Aurora. Judy will begin the first week of January 2012. She will begin training on a part-time basis the week of December 19, 2011. Marge Anderson's hours have been shifted to the Technical Services and Technology Department due to the vacancy left by the resignation in September of Lori Haney. Administrator Davis also provided an update on the RAILS Library System merger and the State Library's request that five of the automated systems including MAGIC review the possibilities of merger into one larger computer consortium. The MAGIC Directors will be reviewing the next steps to take with the MAGIC System.

Report of the President

President Treest thanked Administrator Davis, the Managers, and Staff for all of the arrangements and planning for the Annual Holiday Open House held on Sunday, December 4, 2011. She is touched with all of the support our patrons expressed to the Library.

Correspondence

Secretary Middleton notified the Board of an e-mail from Ms. Sharon Stredde the Executive Director for The Community Foundation of Fox Valley informing us that we received a donation in the amount of \$100.00 from Peggy and Paul Musser that was placed in the Messenger Public Library of North Aurora Foundation Fund in memory of Ms. Barbara Tinker.

Report of the Standing Committees

- A. Planning Committee – Did not meet**
- B. Operations Committee – Did not meet**
- C. Ad Hoc Committee – Did not meet**

Unfinished Business- None

New Business

A. Approval – Resolution – Transfer of \$100,000 of Unexpended FY 2011 fund balance from the Library’s Illinois Funds Prime Fund Account to the Library’s Illinois Funds General Reserve Account

Trustee Young addressed the Board with the Audit review of the Fiscal year 2010-2011 and this amount is stated in there.

Trustee Young motioned for approval of the Resolution to transfer \$100,000 of unexpended fiscal year 2011 fund balance from the Library’s Illinois Funds Prime Fund Account to the Library’s Illinois Funds General Reserve Account. Seconded by Trustee Middleton. Roll Call passed with five (5) ayes with (2) two absences (Trustees Leach and Rapp). All present approved. Motion carried.

B. Approval – Resolution – Transfer of \$10,000 of Unexpended FY 2011 Fund Balance from the Library’s Illinois Prime Fund Account to the Library Building, Equipment and Maintenance Reserve Fund.

Trustee Young reviewed with the Board the Audit for the Fiscal year 2010-2011 and this amount as being stated in there.

Trustee Young motioned for approval of the Resolution to transfer \$10,000 of unexpended fiscal year 2011 Fund Balance from the Library’s Illinois Prime Fund Account to the Library Building, Equipment and Maintenance Reserve Fund. Seconded by Trustee Berley. Roll Call: five (5) ayes and two (2) absences (Trustees Leach and Rapp). Motion carried.

C. Approval – FYs 2012, 2013, 2014 – Auditing Contract – Sikich LLC

Administrator Davis reviewed with the Board the Auditing Contract with Sikich for the next three fiscal years 2012 through 2014.

Trustee Middleton motioned for approval of the FYs 2012, 2013, 2014 – Auditing Contract – Sikich LLC, Seconded by Trustee Young. Roll Call: five (5) ayes and two (2) absences (Trustees Leach and Rapp). Motion carried.

D. Review – 2012 Village of North Aurora/Messenger Public Library Blue Cross Blue Shield Health Insurance Plan Contract – Full Time (Exempt/ Non Exempt) Library Employees Administrator Davis reviewed with the Board the Blue Cross and Blue Shield Health Insurance plan contract from the Village of North Aurora.

Trustee Comments:

Trustee Klein – Wished everyone a Merry Christmas.

Trustee Middleton – Complemented Administrator Davis and staff on a great job with the Holiday Open House. He enjoys watching all of the patrons using the Library.

Trustee Young – Also agrees with the other Trustees and their positive comments regarding the Holiday Open House.

Trustee Berley – Complemented Administrator Davis and his ability to run the library like a well oiled machine; with the increase of patrons using our library more often, and the decrease in personnel. Nice job Mr. Davis.

Adjournment

As there was no additional business before the Board, Trustee Middleton motioned to adjourn the meeting, seconded by Trustee Klein All approved. Motion carried.

Meeting was adjourned at 7:55 p.m.