



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
October 27, 2021**

CALL TO ORDER: 6:00 p.m.

Present: Trustees Ryan Cytryn, Joe Filapek, Paul LaTour, Sandeep Londhe, Matthew Orr, Suzanne Stegeman

Absent: Melinda Riddick

Also present were Executive Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Finance Manager Shelby Pratt, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: The Marketing update was given before Fraud Control & Prevention for logistical reasons. A Policy and Personnel Committee Report was added.

MINUTES OF SEPTEMBER 22, 2021 BOARD MEETING:

Suzanne Stegeman moved, seconded by Paul LaTour, the board voted unanimously to approve the minutes of the September 22, 2021 Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 9-22-2021 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT: Michaela Haberkern reminded the board the Foundation's annual gala is scheduled for December 4. Michaela has been working with the City staff to close loose ends regarding impact fees, annexation of property to the library district when the City annexes, payment of personal property replacement taxes, parking lots at Santori and a few other miscellaneous items. There are some new statistical reports in your board packet tonight, in response to feedback we got from you over the past few months. We have had a soft launch for LINKin, our new resource sharing catalog.

MARKETING UPDATE: Communications Manager, Miriam Meza-Gotto, updated the board on the library's marketing efforts regarding how we communicate, how we decide our priorities and bring our communication efforts to life.

FRAUD CONTROL & PREVENTION PRESENTATION: Shelby Pratt gave the board an overview of the library's fraud control and prevention measures.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on September 20, 2021. The committee reviewed the Local History Collection Development Policy, Alcoholic Beverage Policy, Exhibit and Display Policy, Meeting and Study Room Policy, Special Events Policy and Unattended Child Policy. The committee recommends that the full board approves all these policies.

PUBLIC COMMENTS: One community member voiced her concern about local newspaper concern and the lack of Zoom programming.

NEW BUSINESS:

Shelby Pratt, Finance Manager, gave the board an overview of the library’s current financial position and explained the current expenditure reports to the board.

Approval of September-October Bills

Matthew Orr moved, seconded by Sandeep Londhe to approve the monthly expenditures as listed on the Authorization Sheet for the period September 23, 2021 to October 27, 2021 in the amount of \$1,057,312.47.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Stegeman

No: None

Abstain: None

Absent: Melinda Riddick

Motion Carried

PAYMENT OF BILLS 9-23-21 TO 10-27-21 APPROVED

2021-2022 Tax Levy Ordinance

Ryan Cytryn moved, seconded by Matthew Orr to approve the Ordinance 2021-6, the Tax Levy Ordinance for 2021-2022.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Stegeman

No: None

Abstain: None

Absent: Riddick

Motion Carried

2021-2022 TAX LEVY ORDINANCE APPROVED

Resolution 2021-03 to Include Compensation Paid Under an Internal Revenue Code Section 125 Plan as IMRF

Earnings

Brenda Blough, HR Manager, introduced Resolution 2021-03 whereas an IMRF participating unit of government may elect to include in IMRF earnings compensation paid under an IRC section 125 code plan or compensation directed into a premium conversion and flexible spending account compensation as earnings reportable to IMRF.

Ryan Cytryn moved, seconded by Paul LaTour to approve Resolution 2021-03 to Include Compensation Paid Under an Internal Revenue Code Section 125 Plan as IMRF Earnings.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Stegeman

No: None

Abstain: None

Absent: Riddick

Motion Carried

RESOLUTION 2021-03 to INCLUDE COMPENSATION PAID UNDER an INTERNAL REVENUE CODE SECTION 125 PLAN as IMRF APPROVED

Selection of Carpet/Flooring Replacement for West Branch

Heather Sturm answered questions from the board regarding the RFP process.

Suzanne Stegeman moved, seconded by Matthew Orr to approve the selection of Douglas Floor Covering in response to the Request for Proposal for Carpet/Flooring Replacement at West Branch issued on September 14, 2021.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Stegeman

No: None

Abstain: None

Absent: Riddick

Motion Carried

THE SELECTION OF DOUGLAS FLOOR COVERING APPROVED

Local History Collection Development Policy

The committee discussed the use of the term Latinx with our EDI committee and consultant, Rasheeda Graham Washington as requested by the board at the last meeting. The wording was adjusted, and the Policy and Personnel Committee recommends the full board approve the Local History Collection Development Policy as presented.

Matthew Orr moved, seconded by Ryan Cytryn, to approve the Local History Collection Development Policy.

All in Favor

Motion Carried.

THE LOCAL HISTORY COLLECTION DEVELOPMENT POLICY APPROVED

Alcoholic Beverage Policy

This policy closely follows the law on the subject and has been approved by the library’s attorney. The Policy and Personnel Committee recommends the full board approve the Alcoholic Beverage Policy.

Ryan Cytryn moved, seconded by Suzanne Stegeman, to approve the Alcoholic Beverage Policy.

All in Favor

Motion Carried.

THE ALCOHOLIC BEVERAGE POLICY APPROVED

Exhibit and Display Policy

The Policy and Personnel Committee recommends the full board approve the revised the Exhibit and Display Policy.

Suzanne Stegeman moved, Paul LaTour seconded by to approve the revised Exhibit and Display Policy.

All in Favor

Motion Carried.

THE EXHIBIT AND DISPLAY POLICY APPROVED

The Meeting and Study Room Policy

After discussion the board agreed to remove the sentence referring to alcoholic beverages as it now conflicts with the Alcoholic Beverages Policy. The Policy and Personnel Committee recommends the full board approve the revised the Meeting and Study Room Policy as amended.

Matthew Orr moved, seconded by Sandeep Londhe to approve the revised Meeting and Study Room Policy as amended.

All in Favor

Motion Carried.

THE MEETING AND STUDY ROOM POLICY APPROVED

Special Events Policy

The Policy and Personnel Committee recommends the full board approve the revised the Special Events Policy.

Suzanne Stegeman moved, seconded by Paul LaTour to approve the Special Events Policy.

All in Favor

Motion Carried.

SPECIAL EVENTS POLICY APPROVED

Unattended Child Policy

This is the final policy in the EDI audit. The Policy and Personnel Committee recommends the full board approve the revised the Unattended Child Policy.

Paul LaTour moved, seconded by Matthew Orr to approve the Unattended Child Policy.

All in Favor

Motion Carried.

UNATTENDED CHILD POLICY APPROVED

EXECUTIVE SESSION

Ryan Cytryn moved, seconded by Matthew Orr, to adjourn to Executive Session at 7:19 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)), and to discuss the minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2(c)(21)).

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Stegeman

No: none

Abstain: None

Absent: Riddick

Motion carried

EXECUTIVE SESSION APPROVED

ADJOURN EXECUTIVE SESSION

On a motion by Matthew Orr, seconded by Ryan Cytryn, the board voted unanimously by roll call to adjourn executive session at 7:38 p.m.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Stegeman

No: None

Abstain: None

Absent: Riddick

Motion carried

ADJOURNED EXECUTIVE SESSION APPROVED

RETURN TO OPEN SESSION

Matthew Orr moved, seconded by Paul LaTour to return to Open Session at 7:40 p.m.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Stegeman

No: None

Abstain: None

Absent: Riddick

Motion Carried

MOTION TO RETURN TO OPEN SESSION APPROVED

APPROVAL OF MINUTES OF THE SEPTEMBER 22, 2021 EXECUTIVE SESSION

Sandeep Londhe moved, seconded by Matthew Orr, the board voted to approve the minutes of the September 22, 2021 Executive Session Meeting.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Stegeman

No: None

Abstain: None

Absent: Riddick

Motion carried

MINUTES OF SEPTEMBER 22, 2021, EXECUTIVE SESSION MINUTES APPROVED

APPROVAL OF INCREASE

Paul LaTour moved, seconded by Matthew Orr, the board voted to approve an increase in the amount of 2% for Michaela Haberkern, the executive director of the Aurora Public Library District.

ADJOURNMENT

Paul LaTour, seconded by Matthew Orr, the board voted unanimously to adjourn at 7:42 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees

Kg