



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
NOVEMBER 16, 2022**

CALL TO ORDER: 6:01 p.m.

Present: Trustees Ryan Cytryn, Joe Filapek, Paul LaTour, Melinda Riddick

Absent: Sandeep Londhe, Matthew Orr, Suzanne Stegeman

Matthew Orr arrived at 6:36 p.m.

Also present were Deputy Director Tom Spicer, Director of Neighborhood Services Heather Sturm, Finance Manager Mark Salem, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, and Administrative Assistant Kim Gautschi.

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE OCTOBER 26, 2022 PUBLIC HEARING:

Ryan Cytryn moved, seconded by Melinda Riddick, the board approved the minutes of the October 26, 2022 Public Hearing.

All in Favor

Absent: Sandeep Londhe, Matthew Orr, Suzanne Stegeman

Motion Carried

PUBLIC HEARING 10-26-2022 MINUTES APPROVED

MINUTES OF THE OCTOBER 26, 2022 BOARD MEETING:

Paul LaTour moved, seconded by Ryan Cytryn, the board approved the minutes of the October 26, 2022 board meeting.

All in Favor

Absent: Sandeep Londhe, Matthew Orr, Suzanne Stegeman

Motion Carried

BOARD MEETING 10-26-2022 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Deputy Director Tom Spicer informed the board that he and Michaela met with both the Fox Valley Park District and the West Aurora School District regarding renovation concepts at both branches.

Tom updated the board on progress towards selecting a 457 provider and on the issuance of an RFP for Strategic Planning Services.

Tom also addressed variances in statistics in Item Checkouts at Santori between October 2020 and October 2021, which were due to automatic renewals during the pandemic.

FOUNDATION REPORT

Foundation Manager Laura Stoney gave a briefing on the upcoming Dueling Pianos and Auction Party fundraiser. Proceeds will benefit a new mini-bookmobile and a maintenance fund for the new bookmobile.

FINANCE MANAGER REPORT

Finance Manager Mark Salem updated the board on the library’s investment plans with Old Second National Bank’s Wealth Management and with PFM Asset Management.

POLICY AND PERSONNEL COMMITTEE REPORT:

Committee Chair Paul LaTour reported that the Policy and Personnel Committee met on November 9 to continue the process of reviewing the Employee Handbook. The Committee reviewed the changes made to the Social Media Guidelines; Performance evaluations; Rest and Meal Periods; Use of Electronic Equipment; and use of Personal Devices. The committee took a first look at Classification of Employment; Work Hours and Attendance; EEO Policy; Drug Free Workplace; Confidentiality; Conflict of Interest; Safety in the Workplace, Visitors; Personnel Files; Personal Property; Parking; Smoking; and Solicitation. The full handbook should be ready for full board review early in the new year.

PUBLIC COMMENTS: None

NEW BUSINESS:

Approval of October-November Bills

Finance Manager Mark Salem updated the board with an overview of the library’s current financial position and expenditures.

Ryan Cytryn moved, seconded by Paul LaTour to approve the monthly expenditures as listed on the Authorization Sheet for the period October 27, 2022 to November 16, 2022 in the amount of \$842,226.20.

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Riddick

No: None

Abstain: None

Absent: Londhe, Orr, Stegeman

Motion Carried

PAYMENT OF BILLS 10-27-22 TO 11-16-22 APPROVED

Transfer to Special Reserve

Resolution 2022-05 was presented to transfer a \$1,000,000.00 of the Corporate Fund to the Special Reserve Fund.

Paul LaTour moved, Melinda Riddick seconded to approve Resolution 2022-05 Resolution to Transfer a Portion of the Corporate Fund Balance to the Special Reserve Fund.

RESOLUTION 2022-05 TO TRANSFER A PORTION OF THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE FUND APPROVED

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Orr, Riddick

No: None.

Abstain: None

Absent: Londhe, Stegeman

Motion Carried

RESOLUTION NO 2022-05 APPROVED

Board Meeting Dates

Board President Joe Filapek noted that in 2023 the June and October meeting dates have been scheduled for the 3rd Wednesday of the month due to American Library Association Conference in June and Illinois Library Association in October. November and December meeting dates are also scheduled for the 3rd Wednesday of the month due to the holidays.

Paul LaTour moved, seconded by Matthew Orr to approve the ordinance establishing library board meeting dates for calendar year 2023.

All in favor

Motion Carried

**ORDINANCE 2022-05 ESTABLISHING LIBRARY BOARD MEETINGS DATES
FOR CALENDAR YEAR 2023 APPROVED**

Closed Dates 2022

Joe Filapek outlined the proposed closed dates for 2023, which provides for the library to be open on Sundays during the summer. Joe also noted that most peer libraries are open on Mother's and Father's Day, and that many libraries are closed on Easter Sunday.

After discussion, the board agreed that for 2023, the library will remain open May 14 (Mother's Day), Sunday, May 28 (day before Memorial Day), June 18 (Father's Day), and Sunday, September 3 (day before Labor Day) pending review of the Collective Bargaining Agreement.

Matthew Orr moved, seconded by Ryan Cytryn to approve the library closed dates as amended for calendar year 2023.

All in favor

Motion Carried

LIBRARY CLOSED DATES FOR CALENDAR YEAR 2023 APPROVED AS AMENDED

ADJOURNMENT

Paul LaTour moved, seconded by Matthew Orr, the board voted unanimously to adjourn at 6:51 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees