



**IN-PERSON MEETING FINDING**

President Joe Filapek stated in accordance with the Government Emergency Administrative Act PA100-0640, the Aurora Public Library District Board of Library Trustees finds an in-person meeting is not practical or prudent because of the ongoing public health emergency and believes it is in the library’s best interest to hold a virtual meeting to perform essential business.

**CALL TO ORDER: 6:02 p.m.**

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

Absent: None

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Director of Neighborhood Services Heather Sturm, Human Resources Manager Brenda Blough, Foundation Manager Laura Stoney, Communications Manager Miriam Meza-Gotto, and Administrative Assistant Kim Gautschi

**ADDITIONS/CHANGES TO THE AGENDA: None**

**MINUTES OF DECEMBER 15, 2021 BOARD MEETING:**

Matthew Orr moved, seconded by Melinda Riddick, the board voted unanimously to approve the minutes of the December 15, 2021 Board Meeting.

All in Favor

Motion Carried

**BOARD MEETING 12-15-2021 MINUTES APPROVED**

**MINUTES OF THE JANUARY 6, 2022 BOARD MEETING:**

Sandeep Londhe moved, seconded by Matthew Orr, the board voted unanimously to approve the minutes of the January 6, 2022, Board Meeting.

All in Favor

Motion Carried

**BOARD MEETING 1-06-2022 MINUTES APPROVED**

**EXECUTIVE DIRECTOR’S REPORT:**

Michaela Haberkern reported that library programs will be hybrid for the month of February. Children’s programming will continue to be virtual or take-home; most teen and adult programs will also be virtual, with a few exceptions that will be safely in-person such as the Seed Swap and some Makerspace programming. Michaela announced the hiring of a finance manager, Mark Salem, who will start on February 14. Staff has been doing background working with Studio GC, helping them collect the information they need about our facilities and preparing for in-person focus groups when those make sense, perhaps in late February/early March.

**FOUNDATION REPORT:**

Laura Stoney updated the board on the Foundation’s plans for 2022. The board raised over \$101,000 in 2021 and overall have raised \$360,470 towards the new bookmobile, leaving only a little over \$77,000 left to raise in 2022. The Foundation will also continue to fund Light of Learning Scholarships for township residents who cannot afford the nonresident library card fee, the literacy packets that they partner with our local food banks to distribute and will also focus on creating a bookmobile maintenance endowment fund.

**POLICY AND PERSONNEL COMMITTEE REPORT:**

The Policy and Personnel Committee met on January 18 to discuss a proposed succession plan and revisions to the Confidentiality of Library Records Policy. The discussion of the succession plan was deferred to the regular agenda. The committee indicated they need more time to think about and discuss the Confidentiality of Library Records Policy and will bring that back to the board at a later meeting.

**PUBLIC COMMENTS:** One community member submitted a comment.

**NEW BUSINESS:**

Michaela reviewed expenditures and answered questions about the products and services provided by some vendors. The amount the board is asked to approve tonight is higher than usual as there are three payroll periods in this reporting period. The library’s income statements at the end of December indicate that we are roughly 50% expended halfway through the fiscal year.

Approval of December-January Bills

Paul LaTour moved, seconded by Ryan Cytryn to approve the monthly expenditures as listed on the Authorization Sheet for the period December 16, 2021 to January 26, 2022 in the amount of \$1,190,582.41.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**PAYMENT OF BILLS 12-16-21 TO 1-26-21 APPROVED**

Succession and Continuity Plan

The Succession and Continuity Plan is intended to provide the board with a level of comfort and confidence in the administration of the library in the event of a transition. It helps us meet the standards laid out in Serving Our Public 4.0 – the chapter on governance suggests that we have a written succession plan. The board discussed various provisions in the proposed plan including whether to define what constitutes a temporary absence and to clarify at what point the full board would be informed of an absence.

The committee will consider these suggestions at their next meeting and bring this plan to the full board for approval in February.

Database Update

Tom Spicer presented an analysis of database usage and cost.

EDI Update

Miriam Meza-Gotto gave the board an update on the staff's EDI work, bringing them up to speed on all the work staff are doing behind the scenes in program, collection, and communications audits.

Moving forward, the library train new staff as they are hired, and continue to integrate what we have learned into our operations.

**ADJOURNMENT**

Paul La Tour moved, seconded by Sandeep Londhe, the board voted unanimously to adjourn at 7:36 p.m.

All in favor

Motion carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Trustees

Kg