



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
OCTOBER 26, 2022**

CALL TO ORDER: 6:03 p.m.

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

Absent: Sandeep Londhe

Also present were Executive Director Michaela Haberkern, Finance Manager Mark Salem, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA:

MINUTES OF THE SEPTEMBER 28, 2022 BOARD MEETING:

Suzanne Stegeman moved, seconded by Paul LaTour, the board approved the minutes of the September 28, 2022 board meeting.

All in Favor

Absent: Sandeep Londhe

Motion Carried

BOARD MEETING 9-28-2022 MINUTES APPROVED

MINUTES OF THE SEPTEMBER 28, 2022 EXECUTIVE SESSION MEETING:

Matthew Orr moved, seconded by Paul LaTour, the board approved the minutes of the September 28, 2022 Executive Session Meeting.

All in Favor

Absent: Sandeep Londhe

Motion Carried

BOARD MEETING 9-25-2022 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern reported on staff and board attendance at the annual Illinois Association Conference, automated materials handler replacement projects, and the upcoming First Friday on November 4.

FINANCE COMMITTEE REPORT:

The Finance Committee met earlier today, October 26, to review investment policy and strategy which we will defer to New Business.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on October 13 to review the board's Investment Policy, and to continue the process of reviewing the Employee Handbook. The Investment Policy discussion was deferred to New Business. The committee reviewed changes in the handbook pertaining to guidelines for conduct and dress code, the sexual

harassment, and bullying sections, FMLA, Reasonable Accommodation process, and Whistleblower provisions. In addition, the committee took a first look at the Social Media Guidelines; Performance Evaluations; Rest and Meal Periods; Use of Electronic Equipment; and use of Personal Devices. The committee's first few months' work has been submitted to the library's EDI consultant. We are on track to bring the board the whole handbook for approval in December or January.

STRATEGIC PLAN AD-HOC COMMITTEE:

The Strategic Plan and Ad-Hoc Committee met on October 17 to discuss the committee's scope and purpose, review the current strategic plan, and to discuss process and plan priorities for a strategic plan consultant.

PUBLIC COMMENTS: Two community members spoke commending the library for working for people who want to become citizens and for registering voters and providing a link on the library website to candidates.

NEW BUSINESS:

Approval of September-October Bills

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

Suzanne Stegeman moved, seconded by Matthew Orr to approve the monthly expenditures as listed on the Authorization Sheet for the period September 29, 2022 to October 26, 2022 in the amount of \$806,354.53.

Roll call on motion:

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

No: None

Abstain: None

Absent: Londhe

Motion Carried

PAYMENT OF BILLS 9-29-22 TO 10-22-22 APPROVED

Readers Advisory Update

Reader's Advisory Coordinator Becky Clark gave an overview of the library's services to readers and coordination of staff efforts to increase community engagement with the library collections. Becky highlighted Book Boxes, Book Match, book discussion sets, programs, and author events.

Fraud Prevention Report

Finance Manager Mark Salem discussed the library's fraud prevention methods focusing on the changes since the migration to our new payroll and account software.

FY23 Tax Levy Ordinance No. 2022-3

Melinda outlined the Tax Levy Ordinance for the board, noting that the ordinance was before the board for discussion in October.

Melinda Riddick moved, Paul LaTour seconded to approve Tax Levy Ordinance No. 2022-03.

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Riddick, Stegeman

No: Orr

Abstain: None

Absent: Londhe

Motion Carried

TAX LEVY ORDINANCE NO 2022-03 APPROVED

Investment Policy Revisions

Paul LaTour reviewed the revisions to the Investment Policy with the board. The Policy and Personnel Committee recommends that the full board approve the revisions.

Suzanne Stegeman moved, Matthew Orr seconded to approve revisions to Investment Policy as recommended.

Roll call on motion:

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

No: None

Abstain: None

Absent: Londhe

Motion Carried

INVESTMENT POLICY APPROVED

Investment Strategy Approval

Melinda reviewed the Finance Committee's discussion of investment strategy with the board. The committee recommends that the library invest long-term with Old Second and shorter-term with PFM. Jamie Rachlin of Meristem Advisors will work with Mark and Michaela on logistics and reporting.

Suzanne Stegeman moved, Matthew Orr seconded to approve this investment strategy.

Roll call on motion:

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

No: None

Abstain: None

Absent: Londhe

Motion Carried

INVESTMENT STRATEGY APPROVED

Resolution No 2022-03 Confirming Investment of Public Funds and Authorizing the Execution Thereof

Michaela informed the board that his resolution confirms our selection of Old Second National Bank as our investment bank.

Matthew Orr moved, Ryan Cytryn seconded to approve Resolution 2022-03 Confirming Investment of Public Funds and Authorizing the Execution Thereof.

Roll call on motion:

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

No: None

Abstain: None

Absent: Londhe

Motion Carried

RESOLUTION NO 2022-03 CONFIRMING INVESTMENT OF PUBLIC FUNDS AND AUTHORIZING THE EXECUTION THEREOF APPROVED

Resolution No 2022-04 Confirming and Certifying Board Officers and Executive Director

Michaela informed the board that this resolution names the parties who are making the decisions regarding investments and certifies that they are authorized to do so.

Paul LaTour moved, Matthew Orr seconded to approve Resolution 2022-04 Confirming and Certifying Board Officers and Executive Director.

Roll call on motion:

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

No: None

Abstain: None

Absent: Londhe

Motion Carried

RESOLUTION NO 2022-04 CONFIRMING AND CERTIFYING BOARD OFFICERS AND EXECUTIVE DIRECTOR APPROVED

ADJOURNMENT

Paul LaTour moved, seconded by Ryan Cytryn, the board voted unanimously to adjourn at 7:13p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees