



**AURORA PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
BOARD OF LIBRARY TRUSTEES  
DECEMBER 14, 2022**

**CALL TO ORDER: 6:00 p.m.**

Present: Trustees Ryan Cytryn, Paul LaTour, Sandeep Londhe, Matthew Orr, Melinda Riddick

Absent: Joe Filapek, Suzanne Stegeman

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Finance Manager Mark Salem, Human Resources Manager Brenda Blough, and Administrative Assistant Kim Gautschi

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

**MINUTES OF THE NOVEMBER 16, 2022 BOARD MEETING:**

Ryan Cytryn moved, seconded by Sandeep Londhe, the board approved the minutes of the November 16, 2022 board meeting.

All in Favor

Absent: Filapek, Stegeman

Motion Carried

**BOARD MEETING 11-16-2022 MINUTES APPROVED**

**EXECUTIVE DIRECTOR'S REPORT:**

Michaela Haberkern updated the board on an intergovernmental agreement (IGA) regarding the City's continuing payment of Personal Property Replacement Tax; on the trustee election ballot petition filing period; and on piloting an open lab concept at Eola Road Branch and West Branch.

**POLICY AND PERSONNEL COMMITTEE REPORT:**

The Policy and Personnel Committee met on December 7, 2022 to continue review of the Employee Handbook. The committee reviewed the changes made to the 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 policies. The committee also reviewed comments from Reesheda Graham Washington, the library's EDI consultant, for the policies reviewed in June, July, and September. The committee took its first look at the Library History section and the Welcome Letter. All sections reviewed in August, October, November, and December are being sent to our consultant for review in hopes of having everything back for a January meeting. The committee plans to have a draft to the board in February.

**PUBLIC COMMENTS:** Two members of the community addressed the board. One community member offered a compliment on a recent program and singled out the presenter for his excellent

presentation skills. A second member of the community expressed concern about the library's fine-free policy.

**NEW BUSINESS:**

Approval of November-December Bills

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

Paul LaTour moved, seconded by Ryan Cytryn to approve the monthly expenditures as listed on the Authorization Sheet for the period November 17, 2022 to December 14, 2022 in the amount of \$941,347.81.

Roll call on motion:

Yes: Cytryn, LaTour, Londhe, Orr, Riddick

No: None

Abstain: None

Absent: Filapek, Stegeman

Motion Carried

**PAYMENT OF BILLS 11-17-22 TO 12-14-22 APPROVED**

Outreach Services Update

Outreach Services Manager, Jessica Cantarero, presented an update on services provided by Outreach Services Department

FY Draft Audit Report

Jim Salvio from Sikich LLP presented the draft report for fiscal year 2022.

FY22 Treasurer's Report

Mark Salem presented the FY22 Treasurer's Report.

Melinda Riddick moved, Sandeep Londhe seconded to approve the FY22 Treasurer's Report.

Roll call on motion:

Yes: Cytryn, LaTour, Londhe, Orr, Riddick

No: None

Abstain: None

Absent: Filapek, Stegeman

Motion Carried

**FY22 TREASURER'S REPORT APPROVED**

457(b) Deferred Compensation Plan

Brenda Blough, Human Resources Manager, presented Resolution 2022-06 to approve a 457(b) Deferred Compensation Plan.

Sandeep Londhe moved, Paul LaTour seconded to approve Resolution 2022-06 Resolution Adopting a 457(b) Deferred Compensation Plan.

Roll call on motion:

Yes: Cytryn, LaTour, Londhe, Orr, Riddick

No: None

Abstain: None

Absent: Filapek, Stegeman

Motion Carried

**RESOLUTION 2022-06 ADOPTING A 457(b) DEFERRED COMPENSATION PLAN APPROVED**

Executive Session

Paul LaTour moved, seconded by Melinda Riddick to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, employment, compensation, discipline, performance, or dismissal of specific employees of the public body ((5 ILCS 120/2(c)(1) at 6:50 p.m.

Roll call on motion:

Yes: Cytryn, LaTour, Londhe, Orr, Riddick

No: None

Abstain: None

Absent: Filapek, Stegeman

Motion Carried

**ADJOURN TO EXECUTIVE SESSION APPROVED**

Adjourn Executive Session

Paul LaTour moved, seconded by Ryan Cytryn the board voted unanimously by roll call to adjourn executive session at 7:14 p.m.

Roll call on motion:

Yes: Cytryn, LaTour, Londhe, Orr

No: None

Abstain: None

Absent: Filapek, Stegeman

Motion Carried

**ADJOURN EXECUTIVE SESSION APPROVED**

Return to Open Session

Paul LaTour moved, seconded by Melinda Riddick to return to open session at 7:14 p.m.

Roll call on motion:

Yes: Cytryn, LaTour, Londhe, Orr, Riddick

No: None

Abstain: None

Absent: Filapek, Stegeman  
Motion Carried

**RETURN TO OPEN SESSION APPROVED**

Approval of Salary Increase

Sandeep Londhe moved, seconded by Ryan Cytryn to approve an increase in the amount of 3% for Michaela Haberkern, the Executive Director of the Aurora Public Library District.

Roll call on motion:

Yes: Cytryn, LaTour, Londhe, Orr, Riddick

No: None

Abstain: None

Absent: Filapek, Stegeman

Motion Carried

**SALARY INCREASE APPROVED**

**ADJOURNMENT**

Paul LaTour moved, seconded by Sandeep Londhe, the board voted unanimously to adjourn at 7:17 p.m.

All in favor

Motion carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Trustees