



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
JANUARY 25, 2023**

CALL TO ORDER: 6:00 p.m.

Present: Trustees Ryan Cytryn, Joe Filapek, Matthew Orr, Melinda Riddick,

Absent: Paul LaTour, Sandeep Londhe, Suzanne Stegeman

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Finance Manager Mark Salem, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, Administrative Assistant Kim Gautschi, Senior Manager of Circulation Services Yiota Piraino.

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE DECEMBER 14, 2022 BOARD MEETING:

Matthew Orr moved, seconded by Ryan Cytryn, the board approved the minutes of the December 14, 2022 board meeting.

All in Favor

Absent: Paul LaTour, Sandeep Londhe, Suzanne Stegeman

Motion Carried

BOARD MEETING 12-14-2022 MINUTES APPROVED

MINUTES OF THE DECEMBER 14, 2022 EXECUTIVE SESSION MEETING:

Matthew Orr moved, seconded by Ryan Cytryn the board approved the minutes of the December 14, 2022 executive session meeting.

All in Favor

Absent: Paul LaTour, Sandeep Londhe, Suzanne Stegeman

Motion Carried

EXECUTIVE SESSION 12-14-2022 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern advised the library issued a request for proposals for strategic planning services following the initial meeting of the board's Strategic Plan Ad-Hoc Committee. We also have requests for proposals issued for security and printing services.

StudioGC and Rick McCarthy are in the final stages of assessing all three library facilities for maintenance needs over the next 20 years. The report will come to the full board for approval and then to the Building and Grounds and Finance Committees to determine priorities and timing.

The bookmobile is on track for a first quarter delivery.

POLICY AND PERSONNEL COMMITTEE REPORT:

Committee Chair Paul LaTour reported that the Policy and Personnel Committee met on January 18, 2023 to continue the processing of reviewing the Employee Handbook. The committee reviewed the changes made to the Library History section, and took a first look at the Introduction. The committee will have a draft ready for review at the February board meeting. The committee also reviewed the Collection Development Policy to be discussed in New Business.

PUBLIC COMMENTS:

None

NEW BUSINESS:

Approval of December-January Bills

Finance Manager Mark Salem updated the board with an overview of the library’s current financial position and expenditures. Mark confirmed the December 2022 and January 2023 bills/expenses and provided answers to the library board’s questions.

Ryan Cytryn moved, seconded by Melinda Riddick to approve the monthly expenditures as listed on the Authorization Sheet for the period December 15, 2022 to January 25, 2023 in the amount of \$1,555,718.83.

Roll call on motion:

Yes: Cytryn, Filapek, Orr, Riddick

No: None

Abstain: None

Absent: LaTour, Londhe, Stegeman

Motion Carried

PAYMENT OF BILLS 12-15-22 TO 1-19-23 APPROVED

Mid-Year Budget Review

Mark discussed the libraries financial position as of December 2022 and outlined the library’s investment strategy and current accounts and holdings.

Circulation Services Update

Senior Manager of Circulation Services Yiota Piraino presented an overview of the many services the Circulation Services Department offers the public at all three locations.

Collection Development Policy revision

Paul reviewed with the board the revisions suggested to the Collection Development Policy. The board had suggestions that the committee had not considered and the policy was sent back to committee for further discussion.

Succession and Continuity Plan review

Michaela reviewed the Succession and Continuity Plan with the board. No changes to the plan were suggested.

FY22 Audit Report

The FY22 audit was presented to the board. It has been filed with the Illinois State Library, the Illinois Comptroller, and Kane, DuPage, Kendall and Will Counties.

Matthew Orr moved, Melinda Riddick seconded to approve to the FY22 Audit Report.

Roll call on motion:

Yes: Cytryn, Filapek, Orr, Riddick

No: None

Abstain: None

Absent: LaTour, Londhe, Stegeman

Motion Carried

FY22 AUDIT APPROVED

Intergovernmental Agreement Confirming Distribution of Personal Property Replacement Taxes

This agreement formalizes the City's obligation to continue to distribute a proportionate share of Personal Property Replacement Taxes to the library.

Ryan Cytryn moved, seconded by Matthew Orr to approve the Intergovernmental Agreement Confirming Distribution of Personal Property Replacement Taxes.

Roll call on motion:

Yes: Cytryn, Filapek, Orr, Riddick

No: None

Abstain: None

Absent: LaTour, Londhe, Stegeman

Motion Carried

**INTERGOVERNMENTAL AGREEMENT CONFIRMING DISTRIBUTION OF PERSONAL PROPERTY
REPLACEMENT TAXES APPROVED**

ADJOURNMENT

Matthew Orr moved, seconded by Ryan Cytryn, the board voted unanimously to adjourn at 7:03 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees