

**REGULAR MEETING  
BOARD OF LIBRARY DIRECTORS  
AURORA (ILLINOIS) PUBLIC LIBRARY**

**NOVEMBER 16, 2016**

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

Present: Trustees Jeffry Butler, Maria Lozano, Walt Meinert, Archie Needam, John Savage, Andrew Smith, and Anthony Stanford

Absent: Trustees Stewart Beach and Eva Serrano

Also present: Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Manager Heather Sturm, Administration Manager Kathleen Fennell, Foundation Manager Laura Stoney, and Communications Manager Amy Roth

**ADDITIONS/CHANGES TO THE AGENDA:**

Move the Strategic Plan presentation to the front of the Agenda as Lynn Elam is here.

**2017 – 2020 Strategic Plan**

Lynn Elam thanked the board for the opportunity to work with the library on the strategic plan. She reviewed the plan timeline and components and thanked the planning team members, senior managers, stakeholders, and community members who contributed to the project. She noted that the library now has a flexible and responsive plan to use within the next 36 months.

Jeffry Butler thanked Lynn Elam and Maria Otero-Boisvert for working so effectively with staff to create an ambitious, positive, and challenging plan, Andrew Smith noted that the staff/board retreat was very beneficial and remarked that he would like to see more interaction with library staff. Daisy Porter-Reynolds mentioned by name the team members that worked on the Strategic Plan: Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Trustee Jeffry Butler, Trustee Andrew Smith, Digital Services Manager Himanshu Trivedi, Communications Manager Amy Roth, Para-Professional II Christal Beyer, Para-Professional II Andrea Tiberi, Circulation Manager Janet Sutter and Spanish Materials Specialist Veronica Spycher.

Daisy Porter-Reynolds then presented the plan in detail to the board:

**Vision statement**

Aurora Public Library where Aurora comes together to discover, create, connect and succeed

**Service Responses**

School Success – Students succeed from early literacy through high school, and parents have the resources to help them.

Express Creativity – Residents, schools and businesses have the services and support to create original audio, video, print, painting, photography and 3D content.

Feed Your Imagination – Customers who seek materials and programs for personal enjoyment have timely access to collections and programs of interest to them, when and where they want them.

Welcome to America – New immigrants have information on citizenship, English language learning, employment, public schooling, health and safety, social services, and other topics they need to participate successfully in American life.

Internal Competencies – the library runs efficiently, effectively, transparently.

Jeffry Butler moved, seconded by Andrew Smith to approve the 2017 – 2020 Strategic Plan.

All in favor.

Motion carried.

**2017 – 2020 STRATEGIC PLAN APPROVED**

**MINUTES OF THE MAY 25, 2016 EXECUTIVE SESSION MEETING:**

Andrew Smith moved, seconded by Walter Meinert to release for public inspection the closed session meeting minutes dated May 25, 2016.

Roll call on motion:

Yes: Butler, Lozano, Meinert, Needam, Savage, Smith, Stanford

No: none

Absent: Beach, Serrano

All in favor.

Motion carried.

**EXECUTIVE SESSION 5-25-2016 MINUTES APPROVED FOR RELEASE FOR PUBLIC INSPECTION**

**MINUTES OF THE OCTOBER 16, 2016 BOARD MEETING:**

Jeffry Butler moved, seconded by Archie Needam, to approve the minutes of the October 16, 2016, meeting as written.

Roll call on motion:

Yes: Butler, Lozano, Meinert, Needam, Smith, Stanford

No: none

Absent: Beach, Serrano

Abstain: Savage

Motion carried.

**BOARD MEETING 10-16-2016 MINUTES APPROVED**

**MINUTES OF THE AUGUST 31, 2016 FINANCE COMMITTEE MEETING**

The minutes of the August 31, 2016 meeting were not approved.

**PUBLIC COMMENTS:**

Public comments were heard regarding the change in service hours and staff schedules.

## **COMMUNICATIONS:**

None

## **COMMITTEE REPORTS:**

### Finance

Jeffry Butler moved, seconded by Walter Meinert, to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period October 27, 2016 to November 16, 2016 in the amount of \$445,429.85.

Roll call on motion:

Yes: Butler, Lozano, Meinert, Needam, Savage, Smith, Stanford

No: None

Absent: Beach, Serrano

Abstained: None

Motion carried.

## **PAYMENT OF BILLS**

Andrew Smith asked where are we on the Eola Road Branch carpeting project. Heather Sturm responded we have a tentative start date of 12/12/16. Three to four weeks for completion. We may need to close the library for 1 day to work in the entry way.

Jeffry Butler asked about the repair to the book return window at the Eola Road Branch. Michaela Haberkern responded that the door was malfunctioning and the unit needed a switch replaced.

## **FY2017 BUDGET RECOMMENDATION TO CITY COUNCIL FOR APPROVAL**

Daisy Porter-Reynolds presented a summary of the 2017 proposed budget. Revenue and expenditures are approximately 10.7 million. Expenditures were broken down by library location and fund category: salaries and benefits; collections; property insurance; information systems including hardware, software and database subscriptions; facilities; and other. Most of the Church Road (Express Center) expenditures have been moved to the Santori Library in 2017. Only building related line items are still included in the Church Road budget.

John Savage thanked the board and the staff for their hard work through a very challenging year, and expressed his appreciation that the library is on a better fiscal footing for 2017. Andrew Smith asked how expenditures and revenues have changed from 2016 to 2017. Kathy Fennell responded that 2017 expenditures are \$950,000 less than 2016 and 2017 revenue is \$1,106,000 higher than 2016.

Jeffry Butler inquired about how the strategic plan fits within the budget. Daisy Porter-Reynolds responded that the strategic plan will direct budgetary priorities going forward.

Recommendation to City Council for approval of the Library FY2017 Budget

Roll call on motion:

Yes: Butler, Lozano, Meinert, Needam, Savage, Smith, Stanford

No: None

Absent: Beach, Serrano

Abstained: None

Motion carried.

**RECOMMENDATION TO CITY COUNSEL FOR APPROVAL OF LIBRARY  
FY2017 BUDGET**

Technology

Committee did not meet.

Building & Grounds

Committee did not meet.

Policy & Personnel

Committee did not meet.

**STAFF REPORTS**

Daisy Porter-Reynolds, Executive Director – We will honor retiring board members Norma Gobert and Richard Hawks with a resolution this evening. A thank you card for each is available for board members to sign.

The library is partnering with the Aurora Chamber of Commerce to hold a mayoral debate in the atrium.

Laura Stoney, Foundation Manager – The Aurora Public Library Foundation (APLF) Board met on Monday, December 14. Laura Stoney distributed a Power Point presentation comparing the Sweet 16 Gala held on 10/15/16 to the Merry Memories event held last year which included expenditures and revenue from the events and the draft of the Foundation’s Plan of Action.

The APLF Board approved two grants, the Light of Learning Scholarship totaling \$6,750 and a STEM initiative for Cubelets totaling \$999.90.

The APLF Board moved their meetings to the fourth Wednesday of the month at 5:00 p.m. prior to the Library Board of Directors meetings allowing Foundation Board members to attend the Library Board meetings.

Amy Roth, Communications Manager – The winter newsletter will be mailed tomorrow. Community members should have them by Thanksgiving. The Holiday Celebrations in Many Lands hits a milestone of 40 years this year and takes place on Sunday, December 4 at the Santori Library. A sneak peak of the Holiday Celebration will be held at the First Friday event on December 2.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

**Resolution honoring the service of Norma Gobert and Dick Hawks**

Resolutions were read to honor former Board Members Norma Gobert and Richard Hawks.

**Resolution adopted by the Board of Directors of the Aurora Public Library  
November 16, 2016 Honoring Norma Gobert –**

Whereas, Norma Gobert served with distinction and dedication on the Board of Directors for twelve years; and

Whereas, she served as Secretary of the Board of Directors for nine of those years; and

Whereas, she has also given generously of her time and talent to serve on committees of the Board; and

Whereas, her genuine passion for the work and the purpose of the library has been of great value to the community; and

Whereas, her commitment to the improvement of library services has been an inspiration to the staff and the public;

Therefore, be it resolved, that this Board of Directors expresses its sincere appreciation for Norma for her many contributions to the library.

Passed on this day of November 16, 2016, by the unanimous vote of the Board of Directors of the Aurora Public Library.

Andrew Smith moved, seconded by Maria Lozano, to honor Norma Gobert.

All in favor.

Motion carried.

**RESOLUTION ADOPTED HONORING NORMA GOBERT**

**Resolution Adopted by the Board of Directors of the Aurora Public Library  
November 16, 2016 Honoring Richard Hawks**

Whereas, Richard Hawks served with distinction and dedication on the Board of Directors for six years; and

Whereas, he has also given generously of his time and talent to serve on committees of the Board; and

Whereas, his genuine passion for the work and the purpose of the library has made such a difference to the community; and

Whereas, his commitment to the improvement of library services has been an inspiration to the staff and the public; and

Whereas, his focus on the funding and construction of the Santori Library was a critical factor in its success;

Therefore, be it resolved, that this Board of Directors expresses its sincere appreciation for Dick and for his many contributions to the library.

Passed on this day of November 16, 2016 by the unanimous vote of the Board of Directors of the Aurora Public Library.

Jeffrey Butler moved, seconded by Anthony Stanford to honor Richard Hawks.

All in favor.

Motion carried.

**RESOLUTION ADOPTED HONORING RICHARD HAWKS**

**EXECUTIVE SESSION:**

Andrew Smith moved, seconded by Maria Lozano, to adjourned to executive session at 6:55 p.m. to discuss collective negotiating matters pursuant to 5 ILCS 120/2 (c) (2) and administrative review pursuant to 5 ILCS 120/2 (c) (11).

Roll call on motion:

Yes: Butler, Lozano, Meinert, Needam, Savage, Smith, Stanford

No: none

Absent: Beach, Serrano

Motion carried.

Reconvened to open session at 7:03 p.m.

**ADJOURNMENT:**

Andrew Smith moved, seconded by Archie Needam, to adjourn at 7:03 p.m.

All in favor.

Motion carried.

**ADJOURNMENT**

**CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors

kf