

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

February 24, 2016

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

Present: Trustees Jeffrey Butler, Norma Gobert, Maria Lozano, Archie Needam, John Savage

Absent: Trustees Stewart Beach, Richard Hawks, Walt Meinert, Andrew Smith

Also present were Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Operations Linda Whitmill, Director of Neighborhood Services Heather Sturm, Manager of Administration Kathleen Fennell, Communications Manager Amy Roth, Foundation Manager Laura Stoney and Administrative Assistant Nicoletta Palmeri

ADDITIONS TO AGENDA: None

MINUTES OF THE PREVIOUS MEETING:

Norma Gobert moved, seconded by Archie Needam, to approve the minutes of the January 27, 2016, meeting as written.

All in favor.

Motion carried.

MINUTES APPROVED

PUBLIC COMMENTS: None

COMMUNICATIONS:

The February 2016 publicity “news clippings” binder collected by Amy Roth was passed around.

COMMITTEE REPORTS

Finance

Jeffrey Butler moved, seconded by Norma Gobert, to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period January 28, 2016 through February 24, 2016 in the amount of \$ 907,806.59

Roll call on motion:

Yes: Trustees Butler, Gobert, Lozano, Needam, Savage

No: None

Absent: Trustees Beach, Hawks, Meinert, Smith

Abstained: None

Motion carried.

PAYMENT OF BILLS

Jeffry Butler asked about Evanced Solutions expenditure for \$1,856.40 on 2/4/2016. This expenditure was for events, room reservation and summer reading renewal software from April 2015-March 2016.

Jeffry Butler asked about Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd expenditure for \$17,452.50 on 2/4/2016. This expenditure was for general legal services and the sale of Old Main Library from October 1, 2015 through December 31, 2015.

Jeffry Butler asked about Tee Jay Service Company expenditure for \$7,786.00 on 2/24/2016. This expenditure was for the purchase and installation of two windows to cover the external returns for the sorter.

John Savage noted a finance committee meeting was held on February 8, 2016 to discuss the 2017 budget. Daisy Porter-Reynolds distributed an executive summary of the 2016 budget including projected revenues and expenditures, approved tax levy and budget restraints. A follow-up finance committee meeting will be scheduled in April.

Technology

No report.

Building & Grounds

No report.

John Savage noted that the Old Main library is being renovated by the new owners and it looks great. If any board members would like to see the transformation, contact David Hulseberg at Invest Aurora – Aurora’s Economic Development Partnership.

Policy & Personnel

Policy & Personnel committee meeting was held on Wednesday, February 24th at 4:30 p.m. to discuss proposed revisions to the Aurora Public Library bylaws and a new policy “Soliciting on Library Property.”

Revisions to the bylaws include:

- Under all sections Library Director was changed to Executive Director
- 1.3.6 Elections and Vacancies of Board Officers - removed “No Director will hold consecutive terms in the same office and no Director will hold more than one office at a time” replaced with “No Director will hold more than one office at a time.”
- 1.5.8 Public Comments - replaced fifteen minutes of public comment to thirty minutes of public comment

Jeffry Butler moved, seconded by Norma Gobert, to approve the new bylaws with one additional change that the month of the board officer elections be moved to February instead of January.

Richard Hawks present at 6:12 pm

Roll call on motion:
Yes: Trustees Butler, Gobert, Lozano, Needam, Savage
No: None
Absent: Trustees Beach, Meinert, Smith
Abstained: Hawks
Motion carried.

APPROVED REVISIONS TO AURORA PUBLIC LIBRARY BYLAWS

The “Soliciting on Library Property” policy was written after the library received a call from someone who wanted to conduct political solicitation within the Santori Library. When it was realized we had no guidelines about solicitation, Communications Manager Amy Roth worked with Legal Counsel Roger Ritzman to create a policy to deal with future solicitation requests.

Jeffrey Butler moved, seconded by Archie Needam, to approve the Soliciting on Library Property policy.
All in favor.
Motion carried.

APPROVED SOLICITING ON LIBRARY PROPERTY

EXECUTIVE DIRECTOR’S REPORT:

The Executive Director’s Report covered customer service highlights, tales from the front lines, Foundation news and outreach to legislators.

Daisy Porter-Reynolds distributed a copy of the February 2016, ILA Reporter to all board members. The issue highlights the Richard and Gina Santori Public Library of Aurora plus four new or expanded libraries in other Illinois communities for their architectural design and planning for new spaces and services.

Laura Stoney is drafting a case for support and is expected to have a draft completed by Friday, February 26th - what is the library’s primary direction that is both significant and compelling? Laura looks forward to meeting with all directors regarding the Aurora Public Library Foundation Legacy Society. New donor walls are still in the design phase. The wall is expected to be done in the summer 2016

The Request for Proposals (RFP) for Strategic Planning Services are due on Friday, February 26, 2016. A task force will be established to head up the review process including John Savage, Norma Gobert, Andrew Smith, Richard Hawks, Daisy Porter-Reynolds and Michaela Haberkern.

FORMER BUSINESS: None

NEW BUSINESS:

Officer Elections:

President John Savage, Vice President Maria Lozano, Secretary Norma Gobert consented to serve as the Aurora Public Library Board of Directors for the 2017 calendar year.

There were no other nominations. The elected officers will continue their terms of service at the next regularly scheduled Board meeting on March 23, 2016.

All in favor.

Motion carried.

Committee assignments will be postponed until March

APPROVED ELECTION OF OFFICERS

Discussion of Annual Report:

Daisy Porter-Reynolds asked the board to identify key components that they would like to see in the library's annual report. The annual report may include the following sections:

Major changes from last year

Circulation statistics by branch

Financial statistics over the last 5 years, by branch and overall

Staff changes, including employee head count and key position(s) changes

Aurora Public Library Foundation changes and things to report

Picture or a great story

Highlights of major events or awards

Initiatives for last year and this year

One page overview of all the programs offered

The Approval of Resolution Authorizing Conveyance of Property 2014 IGA and Approval of Resolution Authorizing Conveyance of Property 2015 IGA will be tabled until next month.

EXECUTIVE SESSION: None

ADJOURNMENT:

Richard Hawks moved, seconded by Norma Gobert, to adjourn at 6:31 p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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