

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

April 27, 2016

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

Present: Trustees Jeffrey Butler, Maria Lozano, Walt Meinert, Archie Needam, John Savage, Andrew Smith

Absent: Stewart Beach, Norma Gobert, Richard Hawks

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

ADDITIONS TO AGENDA: John Savage stated that an executive session will be held.

MINUTES OF THE PREVIOUS MEETING:

Walt Meinert moved, seconded by Archie Needam, to approve the minutes of the March 23, 2016, meeting as written.

All in favor.

Motion carried.

MINUTES APPROVED

PUBLIC COMMENTS: None

COMMUNICATIONS:

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

COMMITTEE REPORTS

Finance

Jeffrey Butler moved, seconded by Archie Needam, to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period March 24, 2016 through April 27, 2016 in the amount of \$ 1,047,786.48.

Roll call on motion:

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

No: None

Absent: Beach, Gobert, Hawks

Abstained: None

Motion carried.

PAYMENT OF BILLS

Jeffry Butler asked about the Interlate Systems, Inc. expenditure for \$393.00 on 4/14/16. This expenditure was for the Spanish Language Proficiency exam for 8 employees. The interpreter stipend is \$50.00 per pay period for designated full-time employees, and \$25.00 per pay period for designated part-time employees.

Jeffry Butler asked about the Olsson Roofing Company expenditure for \$390.00 on 4/14/16. This expenditure was to repair the leak over the clock tower at Eola Road.

Jeffry Butler asked if Best Quality Cleaning submitted a response to the request for proposal for cleaning services at Santori library. Kathleen Fennell noted that Best Quality Cleaning did not submit a response, and not sure exactly why.

Technology

No report

Building & Grounds

No report

Policy & Personnel

No report

STAFF REPORTS

Daisy Porter-Reynolds prepared and mailed the annual report to the board members for their review. Any questions or comments about this year's report including ideas for next year's report can be emailed to Daisy for review. John Savage suggested we use higher quality paper next year.

The Santori Library @ 101 South River Street received permanent occupancy from the City of Aurora.

The Library was awarded the FY2016 Illinois Public Library Per Capita Grant from the State of Illinois. However, this year's award was reduced to \$.77 per resident instead of the traditional \$1.25 in previous years, a reduction due to state budget cuts. Payment may be significantly delayed due to the state budget impasse.

Daisy Porter-Reynolds asked the board members if they would like weekly email updates so they are informed of meetings, events, updates, etc.

The Veterans Week Kickoff will be held at the Santori Library on Monday, May 23rd from 5-6 p.m. noted Amy Roth. Events will include posting of the colors by the Kane County Sheriff's Office, awarding the Eagle scouts with torn and tattered flags and a POW/MIA empty place table will be unveiled and explained. On Tuesday, we are encouraging staff to wear red, white and blue and buttons in support of Vets Week. On Friday, Sweet Reminders will perform and coffee will be served while we recognize veterans.

Amy Roth will let the board know when Support Companies, LLC will hold their grand opening event at 1 East Benton Street.

Amy Roth let the board know that she will be working as an independent contractor for the Daily Herald. The Daily Herald asked her to cover city council meetings and other local events.

The Kiwanis Centennial Celebration Dinner will be held on June 1, 2016 at the Fisherman's Inn in Elburn. Several staff and board members will attend.

Foundation Manager Laura Stoney presented: 2016 Transforming Lives...Together, Following the campaign...what now? The last several years have been all about the campaign, noted Laura Stoney. Now the Foundation wants to focus on the community – impacting people’s lives with donor investments, being held accountable, respecting and honoring diversity and enriching partnership within the community. We are looking to heighten funding for literacy, workforce and economic prosperity and modern technologies in collaboration with community partners. The Foundation looks forward to being an integral part of the library’s strategic plan. Recruiting new foundation board members to grow and energize the group is key this year – we currently have 11 members but Laura would like at least 18 members. The Foundation’s 2016 action plan/compelling case for support kicks off May 30th noted Laura Stoney.

FORMER BUSINESS: None

NEW BUSINESS:

The library’s cleaning service contract with Best Quality Cleaning expires on 5/31/16 at the Santori Library stated Kathy Fennell. A request for proposal for the Santori Library was issued on 3/6/16. Five bids were received and three firms were selected for interviews. Eco Clean Maintenance, Inc. was the recommended bidder selected by the Facilities Manager, Business Manager and Director of Operations. Rating criteria included cost, company qualifications and experience (including reference checks) and availability and capability of the company to perform the work.

Eco Clean Maintenance, Inc. is privately owned; experienced in cleaning municipal buildings and had positive references. Their proposal listed five workers @ 4 hours per day. The annual cost for cleaning services at Santori is \$84,810.00. Their one year contract would begin June 1, 2016.

Archie Needam moved, seconded by Walt Meinert, to approve Eco Clean Maintenance, Inc. cleaning services contract in the amount of \$84,810.00 at the Santori Library effective June 1, 2016.

Roll call on motion.

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

No: None

Absent: Beach, Gobert, Hawks,

Abstained: None

Motion carried

APPROVED ECO CLEAN MAINTENANCE, INC FACILITY CONTRACT FOR CLEANING SERVICES AT SANTORI LIBRARY

EXECUTIVE SESSION:

Walter Meinert moved, seconded by Archie Needam, to go into Executive Session at 6:43p.m. Board reconvened from Executive Session at 7:14p.m. During Executive Session the board discussed personnel issues

ADJOURNMENT:

Jeffry Butler moved, seconded by Maria Lozano, to adjourn at 7:15p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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