

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

**FEBRUARY 22, 2017**

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

Present: Trustees Stewart Beach, Jeffry Butler, Maria Lozano, Archie Needam, Eva Serrano, Andrew Smith, Anthony Stanford

Absent: Trustees John Savage

One vacancy

Also present: Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Operations Linda Whitmill, Director of Neighborhood Services Heather Sturm, Business Manager Kathleen Fennell, Human Resources Manager Brenda Blough, Foundation Manager Laura Stoney, Administrative Assistant Nicoletta Palmeri

Stuart L. Whitt of Whitt Law, LLC will provide legal services and represent the library at monthly board meetings.

**ADDITIONS/CHANGES TO THE AGENDA:**

An Executive Session will be held noted Daisy Porter-Reynolds.

**MINUTES OF THE JANUARY 25, 2017 REGULAR BOARD MEETING:**

Stewart Beach moved, seconded by Andrew Smith, to approve the minutes of the January 25, 2017, meeting as written.

Roll call on motion:

Yes: Beach, Lozano, Needam, Serrano, Smith, Stanford

No: none

Abstain: Butler

Absent: Savage

Motion carried.

**BOARD MEETING 1-25-2017 MINUTES APPROVED**

**PUBLIC COMMENTS:**

No public comments.

**COMMITTEE REPORTS:**

Finance

Stewart Beach moved, seconded by Andrew Smith, to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period January 26, 2017 to February 22, 2017, for \$ 869,207.31.

Roll call on motion:

Yes: Beach, Butler, Lozano, Needam, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Savage  
Motion carried.

## **PAYMENT OF BILLS**

Jeffrey Butler asked about KDI Design expenditure for \$260.00 on 2/9/2017. This expenditure was for three replacement arm chairs. They are not acting as our agent for furniture replacements.

Jeffrey Butler asked about Olsson Roofing Company expenditure for \$504.00 on 2/9/2017. This expenditure was for roof repairs at Eola Road Branch.

Jeffrey Butler asked about Philadelphia Insurance Company expenditure for \$8,381.00 on 2/9/17. This expenditure was for the Directors/Officers insurance policy premium for 2017. The \$2-million policy protects the library in case of financial errors. The Executive Director, Business Manager and Foundation Board members are covered for under the policy.

Jeffrey Butler asked about RC Wegman expenditure for \$15,987.00 on 2/9/17. This expenditure is the final payment for the shell space construction at the Santori library. Outreach Services moved into the space the last weeks of December 2016.

Jeffrey Butler asked about Douglas Floor Covering expenditure for \$35,107.00 on 2/22/2017. This expenditure is the final payment for the carpet replacement at Eola Road Branch. The carpeting project is completed.

The library's budget is 8% expended as of January 31, 2017 with \$3.7 million still in reserves until taxes are received in June 2017. Large expenses have been deferred till the end of the year noted Daisy Porter-Reynolds.

Daisy Porter-Reynolds noted that a Finance Committee meeting will be scheduled after new standing committee members have been assigned.

### Technology

No report

### Building & Grounds

No report

### Policy & Personnel

No report

## **STAFF REPORTS:**

Executive Director Daisy Porter-Reynolds reported that Teen Librarian Hannah Sloan accepted a position at Poplar Creek Public Library District and that Linda Whitmill announced her retirement in six months. Linda has worked for the library for approximately 39 years.

Lynda.com, a new training database, has been well received with just over 330 signups.

The Wayne's World First Friday event was a huge success - over 350 people attended.

Staff Development Day started with a discussion about the four pillars of our strategic plan – School Success, Feed Your Imagination, Express Creativity, and Welcome to America – and how you can choose which pillar best suits your interests and talents. Everyone was encouraged to visit the pillar stations throughout the day. Keynote speaker Ryan Dowd presented “Practical Tips for Difficult Homeless People.” Roundtable/break-out sessions were also scheduled for staff: The Customer is Always Right...Right? IMRF Our Library Benefits, How to Build Relationships Through Resolving Conflict and Best Buy Tech Toys.

The ‘Hello Baby/Hola Bebe’ Welcome to Aurora Public Library fliers are now in all new-parent packs for babies born at Rush Copley hospital.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

**MERRIMAC SOLUTIONS CONTRACT**

Jonathan Hauser and Christopher Burkhardt brought before the board Merrimac Solutions contract for the purchase of Nimble Storage Units. Upgrading the library’s storage units will allow the library to:

- Upgrade/Migrate Exchange Email, today this is limited by capacity
- Migrate use of existing SANs into eventual disaster recovery & test environment
- Manage and troubleshoot existing SAN through reduced number of units to support
- Increase capacity that is needed for expected growth and future projects
- Upgrade storage since a part of our existing production SAN environment is actually out of warranty support

Andrew Smith moved, seconded by Eva Serrano, to approve Merrimac Solutions contract for Nimble Storage Units in the amount of \$84,758.00

Roll call on motion:

Yes: Beach, Butler, Lozano, Needam, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Savage

Motion carried

**APPROVED NIMBLE STORAGE UNIT FOR THE AMOUNT OF \$84,758.00**

**LIBRARY FOUNDATION 2017 ACTION PLAN:**

Laura Stoney presented the Foundation’s 2017 action plan. She emphasized recruiting new board members, working with the library on their strategic priorities, and raising resources through different philanthropic fundraising formats.

**PRELIMINARY ANNUAL REPORT FOR 2016**

Michaela Haberkern presented a draft of the 2016 annual report to the board. The report will include 2016 highlights from the director, statistical data, 2016 milestones and the approved strategic plan for 2017-2020.

**ELECTION OF BOARD OFFICERS:**

The board elected new officers. John Savage will continue as president with seven votes, Andrew Smith was elected as the new Vice President with seven votes, and Jeffry Butler was elected as the new Secretary with seven votes. The officers will begin their positions at the next scheduled board meeting on March 22, 2017

Stewart Beach moved, seconded by Jeffry Butler, to approve the elected board officers as their term begins at the next scheduled board meeting on March 22, 2017.

Roll call on motion:

Yes: Beach, Butler, Lozano, Needam, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Savage

Motion carried

## **APPROVED ELECTION OF OFFICERS**

### **COMMITTEE ASSIGNMENTS:**

Committee appointments will be held at the next regular scheduled meeting on March 22, 2017, noted Daisy Porter-Reynolds. The four committees are: Finance, Policy & Personnel, Buildings and Grounds and Technology.

### **EXECUTIVE SESSION:**

Eva Serrano moved, seconded by Archie Needam, to adjourn to executive session at 7:09 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)); and discussion of the minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2(c)(21)).

Roll call on motion:

Yes: Beach, Butler, Lozano, Needam, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Savage

Motion carried.

Andrew Smith moved, seconded by Jeffry Butler, to return to open session at 7:56 p.m.

Roll call on motion:

Yes: Beach, Butler, Lozano, Needam, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Savage

Motion carried

### **MINUTES OF THE JANUARY 25, 2017, EXECUTIVE SESSION MEETING:**

Andrew Smith moved, seconded by Stewart Beach, to approve the executive session minutes of the January 25, 2017, meeting as written.

Roll call on motion:

Yes: Beach, Butler, Lozano, Needam, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Savage

Motion carried.

**BOARD MEETING 1-25-2017 EXECUTIVE SESSION MINUTES APPROVED**

**MANAGEMENT AND NON-UNION EMPLOYEE PAY INCREASES**

Andrew Smith moved, seconded by Eva Serrano, to approve the compensation for management employees and non-union employees for 2016 and 2017, as recommended by the library's administration.

Roll call on motion:

Yes: Beach, Butler, Lozano, Needam, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Savage

Motion carried

**MANAGEMENT AND NON-UNION EMPLOYEE PAY INCREASES APPROVED**

**ADJOURNMENT:**

Stewart Beach moved, seconded by Andrew Smith, to adjourn at 7:58 p.m.

All in favor.

Motion carried.

**ADJOURNMENT**

**CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors

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