

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

**APRIL 26, 2017**

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

Present: Trustees Jeffrey Butler, Joe Filapek, Avis Miller, Eva Serrano, John Savage, Andrew Smith and Anthony Stanford

Absent: Trustees Maria Lozano and Archie Needam

Also present: Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Administrative Manager Kathleen Fennell, Human Resources Manager Brenda Blough, Communications Manager Amy Roth, Director of Operations Linda Whitmill, Facilities Manager Jeff DesJardine and Administrative Assistant Kim Gautschi

Brian Bare represented Whitt Law, LLC who provides legal services at monthly board meetings.

**ADDITIONS/CHANGES TO THE AGENDA:**

There are no additions to the agenda.

John Savage welcomed new Trustee Avis Miller.

John Savage also acknowledged partners from the Aurora Public Foundation in attendance.

**MINUTES OF THE MARCH 21, 2017, REGULAR (RESCHEDULED) BOARD MEETING:**

Jeffrey Butler moved, seconded by Andrew Smith, to approve the minutes of the March 21, 2017, meeting as written.

Roll call on motion:

Yes: Butler, Filapek, Miller, Serrano, Savage, Smith, Stanford

No: none

Abstain: none

Absent: Lozano, Needam

Motion carried.

**BOARD MEETING 3-21-2017 (RESCHEDULED) MINUTES APPROVED**

**MINUTES OF THE DECEMBER 9, 2016, POLICY & PERSONNEL COMMITTEE MEETING:**

Jeffrey Butler moved, seconded by Andrew Smith, to approve the minutes of the December 9, 2016, meeting as written.

Roll call on motion:

Yes: Butler, Filapek, Miller, Serrano, Savage, Smith, Stanford

No: none

Abstain: none

Absent: Lozano, Needam

Motion carried.

**POLICY & PERSONNEL COMMITTEE MEETING 12-09-2016 MINUTES  
APPROVED**

**MINUTES OF THE OCTOBER 21, 2016, FINANCE COMMITTEE MEETING:**

Andrew Smith moved, seconded by Eva Serrano, to approve the minutes of the October 21, 2016, meeting as written.

Roll call on motion:

Yes: Butler, Filapek, Miller, Serrano, Savage, Smith, Stanford

No: none

Abstain: none

Absent: Lozano, Needam

Motion carried.

**FINANCE COMMITTEE MEETING 10-21-2016 MINUTES APPROVED**

**PUBLIC COMMENTS:**

No public comments.

**COMMITTEE REPORTS:**

Finance

Jeffrey Butler moved, seconded by Andrew Smith, to approve the monthly expenditures as listed on the Authorization Sheet for the period March 23, 2017, to April 26, 2017, in the amount of \$1,219,144.83.

Roll call on motion:

Yes: Butler, Filapek, Miller, Savage, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Lozano, Needam

Motion carried.

**PAYMENT OF BILLS**

There were no questions.

Technology

No report

Building & Grounds

No report

Policy & Personnel

No report

**STAFF REPORTS:**

Executive Director Daisy Porter-Reynolds reported we had over 300 people at our Week of the Young Child fair, co-hosted with SPARK. We had dozens of vendors participate including Sci-Tech, Children’s Museum of DuPage and local preschools. We also attended District 131 kindergarten registrations and had 434 customers sign up for library cards. Amy Roth will be writing a press release highlighting our five Meets & Greets for candidates in the April election. We had 18 in attendance for park district candidates, 26 for District 129 board, 51 for alderman-at-large/Ward 10 alderman/District 131 board and 77 for the mayoral candidates.

Foundation: No report

Communications Manager: Amy Roth is working on our summer newsletter. The Annual Report 2016 was printed and distributed.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Oath of Office

Under the Illinois Library Act, all Trustees must take the Oath of Office.

Trustees Avis Miller and Anthony Stanford read and signed the Oath of Office. All Trustees have now taken the Oath of Office.

Awarding of Eola Road Branch and West Branch custodial contract

Eco Clean Maintenance, Inc. has provided Santori Library with cleaning services since June 2016. Harvard Maintenance has serviced Eola Road Branch and West Branch since 2005. It has been our hope to contract with one janitorial firm for all facilities that meet our expectations at a reasonable cost. After consulting with our attorney, we did not have to go out to bid because of our prior relationship with Eco Clean Maintenance, Inc. We asked for a quote for Eola Road Branch and West Branch from Eco Clean Maintenance, Inc. and the Finance Committee felt comfortable moving forward. We would like to extend the janitorial services contract for the Eola Road Branch and West Branch to Eco Clean Maintenance, Inc. and terminate the contract with Harvard Maintenance.

John Savage moved, seconded by Jeffrey Butler, to approve the awarding of the custodial contract for Eola Road Branch and West Branch locations to Eco Clean Maintenance, Inc. with annual costs not to exceed \$72,000.

Roll call on motion:

Yes: Butler, Filapek, Miller, Savage, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Lozano, Needam

Motion carried.

**APPROVED ECO CLEAN MAINTENANCE, INC. AS CUSTODIAL CONTRACTOR FOR EOLA ROAD BRANCH AND WEST BRANCH**

Review of usage statistics since August hours changes

Michaela Haberkern and Heather Sturm reviewed circulation and visit stats for all three locations since our hours changed August 2016. We have not seen much difference in Santori numbers in the evenings, however visitors overall are up at Santori. West usage is down about 18%, compared to a 22% decrease in hours. This reflection shows that some of their customers were able to shift their usage to the new hours. Eola customers have increased during the new weekend hours, particularly early on Sundays now that they open at noon.

Presentation of employee handbook

Brenda Blough presented the highlights of our new employee handbook. The handbook has been modified to reflect our changing world to included legal updates and updated policies such as bring-your-own-device and social media. The handbook will be pushed out to Trustees iPads to for review and we will ask the board to approve in May.

Tour of 1 E. Benton

Melinda Kruder from The Support Companies, LLC, gave a tour of their newly renovated office building (our former library).

**EXECUTIVE SESSION:**

On a motion by Jeff Butler seconded by Andrew Smith, the board voted unanimously to adjourn to executive session at 7:07 p.m. to discuss the minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2(c)(21)); including semi-annual review of all closed-session minutes.

Roll call on motion:

Yes: Butler, Filapek, Miller, Serrano, Savage, Smith, Stanford

No: none

Abstain: none

Absent: Lozano, Needam

Motion carried.

Reconvened from Executive Session at: 7:12 p.m.

**ADJOURNMENT**

Andrew Smith moved, seconded by Jeff Butler, to adjourn at 7:14 p.m.

All in favor.

Motion carried.

**ADJOURNMENT**

**CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors