

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

SEPTEMBER 27, 2017

CALL TO ORDER: at 6:01 p.m.

Present: Trustees Jeffrey Butler, Joe Filapek, Maria Lozano, Avis Miller, Archie Needam and Andrew Smith

Absent: Trustees John Savage and Eva Serrano

One Vacancy

Also present Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Administration Manager Kathleen Fennell, Human Resources Manager Brenda Blough, Communications Manager Amy Roth, Foundation Manager Laura Stoney and Administrative Assistant Kim Gautschi

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

ADDITIONS/CHANGES TO THE AGENDA:

There are no additions to the agenda. Voting items on the agenda moved down in the order until a quorum is present.

PUBLIC COMMENTS:

None

STAFF REPORTS:

Executive Director Daisy Porter-Reynolds thanked the Trustees for attending the Beatles Barbecue in support of the library. We have received many positive comments on the Bookmobile's new wrap. Our Summer Reading Program was very successful with over 3,400 registrations and an amazing participation at the Eola Road Branch. Working with Alderman Mike Saville and Northern Illinois Food Bank, APL served 257 meals to families at Plum Park, a regular Bookmobile stop. Alderman Saville will be funding a snack program during the winter months.

Deputy Director Michaela Haberkern advised Circulation is down 30%. We believe there was a partial failure of the auto renewal system. The biggest drop was in Children's Department, which does not ring true with experience. In addition, we have heard from other library users in Polaris and SWAN that stats have declined. We are investigating the problem and will report to the board in October.

Foundation Manager Laura Stoney thanked everyone for coming to the Beatles Barbecue. Please email Laura with suggestions of what went well and opportunities for improvement in order to build on our efforts. We were pleased that net proceeds were \$11,900 and surpassed our goal. Trustees will be receiving an email shortly to set up a call to discuss the upcoming Light Up Literacy Online Auction November 22-December 2. We are looking for people to host a gathering on December 2 and encourage guests to bid on the auction. Technology is very flexible and a new/creative way to fundraise.

Trustee Avis Miller arrived at 6:13 p.m.

Communications Manager Amy Roth announced the Publicity Notebook would become part of your board packet starting in October. Invitations have gone out for Friday's Artist Unveiling Reception. Mayor Irvin will speak at the unveiling along with Alderman Juany Garza and John Savage.

Trustee Maria Lozano arrived at 6:15 p.m.

FORMER BUSINESS: None

MINUTES OF AUGUST 15, 2017, RESCHEDULED BOARD MEETING:

Archie Needam moved, seconded by Joe Filapek, to approve the minutes of the August 15, 2017, rescheduled meeting as written.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Miller, Needam, and Smith

No: none

Abstain: none

Absent: Serrano and Savage

One Vacancy

Motion carried.

BOARD MEETING 8-15-17 MINUTES APPROVED

NEW BUSINESS:

Approval of Correction of July and August Bills

Jeffrey Butler moved, seconded by Maria Lozano, to approve the correction of previously approved monthly expenditures as listed on the Authorization Sheet for the period July 27, 2017, to August 15, 2017, in the amount of \$668,916.20.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Miller, Needam and Smith

No: none

Abstain: none

Absent: Serrano and Savage

One Vacancy

Motion carried.

PAYMENT OF BILLS

Jeffrey Butler asked about the Arrow Plumbing payment of \$3,708 as to the location of this sink and why the cost so high. This amount represented two invoices. It covered \$2,320 for the sink and plumbing to connect the utility sink in the garage. The remaining \$1,388 was for Back Flow Protection for the sink in the janitor's closet.

Jeffrey Butler asked about the Chase Card charge of \$230 for ILA Conference Registration, who was it for and why it was handled differently than other conference registrations. The \$230 charge was for a manager to attend the conference and there is a different approval process for managers.

Jeffrey Butler inquired about the \$812.50 website upgrade and payment to Wayne Dixon. Our current website is in WordPress Platform and Wayne Dixon, our former IT Assistant Manager, completed the website upgrade. Staff felt this was the most cost effective solution.

Jeffry Butler asked about Collection HQ reflected in four line items in different amounts of between \$40 and \$75. Collection HQ is an advising software and these charges are for staff reimbursement for travel to a training session.

Jeffry Butler asked for an update on our use of mobile hotspots. The hotspots remain popular and we currently have 35 active hotspots. The demand is not as high as before because we do have more available.

Jeffry Butler commented that there were five individuals/organizations reimbursed for Structures of Suffering. These payments were an honorarium to five different certified counseling agencies to provide counseling to teens/kids at risk. The money was payed out of a micro-grant from IL Humanities Grant Forum.

Jeffry Butler inquired about the \$500 payment to Aurora Metropolitan Exposition. This expense was the balance due on the rental of Copley Theatre for the Teen Talent Competition.

Approval of August and September Bills

Archie Needam moved, seconded by Joe Filapek, to approve the monthly expenditures as listed on the Authorization Sheet for the period August 16, 2017, to September 27, 2017, in the amount of \$1,165,849.66.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Miller, Needam and Smith

No: none

Abstain: none

Absent: Serrano and Savage

One Vacancy

Motion carried.

PAYMENT OF BILLS

Resolution honoring the service of Linda Whitmill

Resolution read to honor Director of Operations, Linda Whitmill who retired from the Aurora Public Library September 16, 2017.

Whereas, Linda Whitmill diligently served the people of Aurora as an employee of the Aurora Public Library for thirty-eight years; and

Whereas, her hard work and forward-looking approach to technology have kept the Aurora Public Library on the forefront for all of those years; and

Whereas, her years in Technical Services advanced the development of a well-ordered library catalog; and

Whereas, she was instrumental in the planning, building, and opening of the Eola Road Branch, the West Branch, the Express Center, and the Santori Library; and

Whereas, her participation in union contract negotiations greatly benefited library staff and management; and

Whereas, her involvement in strategic planning and director searches helped set the future course and direction of the Aurora Public Library; and

Whereas, her calm and thoughtful approach is greatly appreciated by all library staff; and

Whereas, her genuine passion for the work and the purpose of the library has been of inestimable 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 express its sincere appreciation for Linda for her many years of service to the library.

Passed on this day of September 27, 2017, by the unanimous vote of the Board of Directors of the Aurora Public Library.

Jeffrey Butler moved, seconded by Avis Miller, to honor Linda Whitmill.

All in favor.

Motion carried.

RESOLUTION ADOPTED HONORING LINDA WHITMILL

Per Capita Grant Requirement Discussion

Michaela Haberkern advised that a requirement of the 2018 IL Per Capita Grant is the discussion of the IL State Library Literacy Office offerings. The Literacy Office offers grant programs that enhance adult literacy. The grant programs address Adult Volunteer Literacy (provides tutor training for adult literacy volunteers), Penny Severns Family Literacy (provides resources for parents and/or children to improve reading, math, writing or language skills); and Workplace Skills Enhancement. Aurora Public Library has received the Penny Severns grant in past years, has worked with World Relief and has been a participant in the November Family Reading Night. Funds from the state have been very limited over the past few years but it is our hope they will begin again.

EXECUTIVE SESSION:

Jeffrey Butler moved, seconded by Joe Filapek to adjourn to Executive Session at 6:34 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)); collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2)); and 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.

Reconvened from Executive Session at 6:46 p.m.

ADJOURNMENT

On a motion by Jeff Butler seconded by Joe Filapek, the board voted unanimously to adjourn at 6:46 p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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