

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

**JULY 26, 2017**

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

Present: Trustees Jeffry Butler, Avis Miller, Archie Needam, Eva Serrano, John Savage and Andrew Smith

Absent: Trustees Joe Filapek, Maria Lozano and Anthony Stanford

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

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

**ADDITIONS/CHANGES TO THE AGENDA:**

There are no additions to the agenda.

**MINUTES OF MAY 24, 2017, REGULAR BOARD MEETING:**

Andrew Smith moved, seconded by Jeffry Butler, to approve the minutes of the May 24, 2017, meeting as written.

Roll call on motion:

Yes: Butler, Miller, Needam, Serrano, Savage and Smith

No: none

Abstain: none

Absent: Filapek, Lozano and Stanford

Motion carried.

**BOARD MEETING 5-24-17 MINUTES APPROVED**

**MINUTES OF THE APRIL 18, 2017, FINANCE COMMITTEE MEETING:**

Jeffry Butler moved, seconded by Andrew Smith, to approve the minutes of the April 18, 2017 meeting as written.

Roll call on motion:

Yes: Butler, Miller, Needam, Serrano, Savage and Smith

No: none

Abstain: none

Absent: Filapek, Lozano and Stanford

Motion carried.

**FINANCE COMMITTEE MEETING 4-18-17 MINUTES APPROVED**

**PUBLIC COMMENTS:**

A public comment was voiced in regards to our circulation policy.

**STAFF REPORTS:**

Executive Director Daisy Porter-Reynolds introduced Eric Battaglia, our new Senior Manager of Adult Services at Santori. Daisy discussed the 13 percent drop in circulation compared to June 2016. It is normal for circulation to drop during better economic times, and our peer libraries have seen a decrease. In addition, we are open fewer hours at West and Santori than last year. We are working on a new mobile app and would like board volunteers to test the app. The APL will have a presence at the Harry Potter Festival this weekend. We have painted the front of the Bookmobile to resemble the Knight Bus and will offer photo ops, have HP trivia and face painting.

Human Resources: Brenda Blough gave an update on our Executime Timekeeping System.

Foundation: Laura Stoney provided information on our upcoming event: the Beatles Barbecue on August 26 in the Parker Garden. Tickets are \$50.

Communications Manager: Amy Roth announced our fall newsletter has been sent to the designer and will come out in mid-August. The newsletter will highlight our fall programs, including Solar Eclipse on August 21. Area newspapers have expressed interest in doing a story on this program. The Teen Talent Show will be held August 5 at 2:00 pm at Copley Theatre.

Amy Roth and Heather Sturm announced our author program with Elizabeth Berg on August 18 at the Eola Branch. This will be an after-hours author event.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Approval of June and July Bills

Jeffrey Butler moved, seconded by Archie Needam, to approve the June monthly expenditures as listed on the Authorization Sheet for the period May 25, 2017, to June 28, 2017, in the amount of \$1,033,724.71.

Roll call on motion:

Yes: Butler, Miller, Needam, Serrano, Savage and Smith

No: none

Abstain: none

Absent: Filapek, Lozano and Stanford

Motion carried.

**PAYMENT OF BILLS**

Archie Needam moved, seconded by Andrew Smith, to approve the July monthly expenditures as listed on the Authorization Sheet for the period June 29, 2017, to July 26, 2017, in the amount of \$661,919.11.

Roll call on motion:

Yes: Butler, Miller, Needam, Serrano, Savage and Smith

No: none

Abstain: none

Absent: Filapek, Lozano and Stanford

Motion carried.

**PAYMENT OF BILLS**

Jeffrey Butler inquired about the \$5,800 Applied Controls charge. This charge was for a Johnson Control FX-80 5-year software monitoring system for the heating/cooling unit at West Branch.

Jeffrey Butler asked what the \$1,016 charge from Artlip & Sons, Inc. represented. This was a repair to Boiler #2 at Santori Library.

Jeffrey Butler asked what the \$2,208 charge from ASE Illini-Scape covered. This is a repair to the water feature in the Parker Garden. The APL Foundation will share the cost of this repair, as it was a donor item.

Jeffrey Butler asked what the \$2,500 charge to Purchasing Power is. We refill our postage meter through Purchasing Power.

Jeffrey Butler also asked how automatic renewals affect our Circulation statistics. If a book comes due, it can be automatically renewed twice. Circ checkouts and renewals all count in the statistics.

In addition, Jeffrey Butler asked if someone without an Aurora Public Library card could use our computers. We can issue a guest pass.

#### Appeal of Banning of James Doladee

Mr. Doladee has asked us to consider ending his ban early. In the past, we have worked with customers. Mr. Doladee has been banned twice in 2017 and continues to harass staff and customers. It is recommended not to rescind the ban.

President Savage asked if there was a motion to rescind the ban. There was no motion.

### **BANNING OF JAMES DOLADEE WAS NOT RESCINDED**

#### Authorization to close the library August 25, 2017, for Staff Development Day

Daisy Porter-Reynolds asked the board to approve closing the library on August 25, 2017, for Staff Development Day. This date was chosen to have minimal impact on customers. The Aurora Police Chief Kristen Ziman will address staff in regards to the library's relationship to the community and safety. Alderman O'Connor will speak to staff about city government. We will have open sessions on library leadership, trends in library services, wellness and nutrition.

On a motion by Jeffrey Butler seconded by Andrew Smith, the board voted unanimously to approve the closing of the library on Friday, 25, 2017 for Staff Development Day.

All in favor

Motion carried

### **APPROVED CLOSING OF AURORA PUBLIC LIBRARY ON FRIDAY, AUGUST 25, 2017 FOR STAFF DEVELOPMENT DAY**

#### Progress report on strategic plan

Our strategic plan encompasses our vision - Where Aurora Comes Together to Discover, Create, Connect and Succeed. Team leaders from the four public-facing pillars of Welcome to America, Express Creativity, Feed Your Imagination and School Success presented on their goal progress thus far. Amy Roth and Laura Stoney presented on a component of the fifth pillar on internal competencies: analyzing our community partnerships. These strategic goals will enhance the community's experience with the library.

**MINUTES OF THE MAY 24, 2017 EXECUTIVE SESSION:**

On a motion by Andrew Smith seconded by Eva Serrano, the board voted unanimously to approve the minutes of the May 24, 2017 executive session as written.

Roll call on motion:

Yes: Butler, Miller, Needam, Serrano, Savage, and Smith

No: none

Abstain: none

Absent: Filapek, Lozano and Stanford

Motion carried.

**EXECUTIVE SESSION 5-24-17 MINUTES APPROVED**

**ADJOURNMENT**

On a motion by Andrew Smith seconded by Eva Serrano, the board voted unanimously 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

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