

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

DECEMBER 20, 2017

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

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

Absent: None

Two Vacancies

Also present 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. John Savage announced Maria Lozano has resigned from the Board of Directors. John Savage expressed the Board's thanks to Maria Lozano for her service. The Mayor of Aurora will be appointing a new Trustee. In addition, tonight is Stuart Whitt's last Board Meeting. John Savage thanked Whitt Law, LLC for their guidance and direction.

PUBLIC COMMENTS:

None

MINUTES OF NOVEMBER 15, 2017 BOARD MEETING:

Andrew Smith moved, seconded by Eva Serrano, to approve the minutes of the November 15, 2017, board meeting as written.

Roll call on motion:

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

No: none

Abstain: none

Absent: None

Two Vacancies

Motion carried.

BOARD MEETING 11-15-17 MINUTES APPROVED

MINUTES OF NOVEMBER 20, 2017 SPECIAL BOARD MEETING:

Andrew Smith moved, seconded by Archie Needam, to approve the minutes of the November 20, 2017, special board meeting as written.

Roll call on motion:

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

No: none

Abstain: none

Absent: None

Two Vacancies
Motion carried.

SPECIAL BOARD MEETING 11-20-17 MINUTES APPROVED

STAFF REPORTS:

Deputy Director Michaela Haberkern reported one of our staff, Veronica Villagomez Spycher, recently attended the Guadalajara International Book Fair on a scholarship from the American Library Association. Our November Food for Fines drive brought in over 2,600 items that will be donated to the Aurora Interfaith Food Pantry. We will be asking the Board for permission to close each facility for a few hours to hold active shooter training for staff. The Policy and Personnel Committee met to review several policies to be rescinded and updated.

Foundation Manager Laura Stoney reported on the success of the Foundation's December fundraiser "Light Up Literacy Auction". The 2017 Fundraising Events will be evaluated in early January and recommendations for 2018 events will be a major component of the 2018 Plan of Action. Laura Stoney is currently working on a Gift Agreement with Sheila Scott-Wilkinson, daughter of Marie Wilkinson. Ms. Scott-Wilkinson is donating a significant portion of her mother's artifacts and papers to the library. We are honored to house and display Marie Wilkinson's items that illustrate her commitment to the Aurora Community.

Communications Manager Amy Roth advised the 2017 Publicity Book is now available for viewing. Amy Roth and Robb Winder, our local History and Genealogy Specialist at the library, spoke about the Marie Wilkinson collection. The library received a donation of artifacts, documents and photographs from the Wilkinson estate. Amy Roth is working together with Clayton Muhammad, Director of Communications with the City of Aurora to plan a community event to view the artifacts.

FORMER BUSINESS: None

NEW BUSINESS:

2018 APL Board Meeting Dates

Meeting dates for 2018 have been released and posted on our website.

Approval of November and December Bills

Jeff Butler moved, seconded by Andrew Smith, to approve the monthly expenditures as listed on the Authorization Sheet for the period November 16, 2017, to December 20, 2017, in the amount of \$1,044,894.57.

Roll call on motion:

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

No: none

Abstain: none

Absent: None

Two Vacancies

Motion carried.

PAYMENT OF BILLS

Jeffrey Butler inquired as to the expense to Carol Stephens for Family Fun Day. Ms. Carol is a Children's Music superstar who held concerts at Santori and Eola. She focuses on how music connects with literacy which supports two of our strategic plan pillars. Jeffrey Butler asked about Douglas Flooring and replacement of carpet tiles for Santori. We replaced damaged carpet tiles that

were stained. We will be purchasing more in the near future as patterns are only kept in stock for two years. Jeffrey Butler questioned the Purchasing Power transaction, which is prepaid postage for our meter. Additional questions pertained to Tee Jay Service Company that was a repair to our drive up window tray and OnLight Aurora, which is a monthly expense for Internet bandwidth.

Copier Lease and Maintenance Agreement

The library's 5-year copier lease and maintenance agreement with Konica Minolta Business Solutions for 15 multi-function copiers expires in January 2018. Three proposals were solicited and received for a new 5-year copier lease and maintenance agreement for 15 multi-function copiers. Two vendor proposals offered Konica multi-function printers (MFP) and one offered Samsung products. All vendors submitted lease proposals that ranged from \$1,250 – \$1,400 monthly. Maintenance costs, which were based off a per copy count of black and white (B&W) or color prints were also all at the same approximate level.

Our recommendation is to renew a 5-year lease with our existing vendor, Konica Minolta. Their price fell in the middle of the three quotes, and in our experience their service and support has been very good. We have also been able to reduce our cost compared to the previous lease by about \$18,000 annually, which included adding in some new functions. Overall, we feel this is a great choice.

Andrew Smith moved, seconded by Eva Serrano, to approve the Konica Minolta Business Copier Lease and Maintenance Agreement

Roll call on motion:

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

No: none

Abstain: none

Absent: none

Two Vacancies

Motion carried.

KONICA MINOLTA COPIER LEASE AND MAINTENANCE AGREEMENT APPROVED

John Savage stated the 2018 Budget and Levy was approved by City Council.

Adoption of Resolution #2017-03 Confirming Previous Approval of a Policy Prohibiting Harassment, Discrimination and Retaliation

Illinois legislature passed a law requiring all public bodies to adopt a sexual harassment policy via an ordinance or resolution on or before January 15, 2018. This resolution will confirm the policies in our employee handbook prohibits harassment, discrimination and retaliation.

RESOLUTION #2017-03
BOARD OF DIRECTORS
AURORA PUBLIC LIBRARY
101 S. RIVER STREET
AURORA, ILLINOIS
REGULAR PUBLIC MEETING
DECEMBER 20, 2017

RESOLUTION Confirming Previous Approval of a Policy Prohibiting Harassment,

Discrimination and Retaliation

WHEREAS, the Aurora Public Library (hereafter the Library) is a unit of local Government and

WHEREAS, by P.A. 100-0554 effective November 16, 2017, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/1-1 et seq.; and

WHEREAS, the provisions of P.A. 100-0554 relevant to the Library (5 ILCS 430/70-5) are the following:

No later than 60 days after the effective date of this amendatory Act of the 100th General Assembly, each government unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, as a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act and the Illinois Human Rights Act; and iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

WHEREAS, the attached Policy previously approved by the Library is believed by the Library to comply with the requirements of the Ethics Act, as amended by P.A. 100-0554.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Aurora Public Library as follows:

- 1: The attached Policy previously approved by the Library is confirmed and ratified.
- 2: This Resolution shall be in full force and effect forthwith upon adoption.

ADOPTED this 20th day of December 2017 by the following roll call vote:

Andrew Smith moved, seconded by Archie Needam to Adopt Resolution #2017-03 Confirming Previous Approval of a Policy Prohibiting Harassment, Discrimination and Retaliation.

Roll call on motion:

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

No: none

Abstain: none

Absent: none

Two Vacancies

Motion carried.

ADOPTION OF RESOLUTION #2017-03 CONFIRMING PREVIOUS APPROVAL OF A POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION

Rescind Previously Approved Policies Listed on Appendix A as Superseded

The Policy and Personnel Committee recently reviewed our Wireless Internet Access Policy and Ereader Borrower Policy. It was determined they are superseded. The Wireless Internet Access Policy is now part of our Computer/Internet policy and Ereader is now part of our Circulation Policy. We ask these policies be rescinded as superseded.

Jeffry Butler moved, seconded by Joe Filapek, to rescind previously approved Policies as listed on Appendix A as superseded.

Roll call on motion:

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

No: none

Abstain: none

Absent: none

Two Vacancies

Motion carried.

RESCINDING OF WIRELESS INTERNET ACCESS POLICY AND EREADER BORROW POLICY AS SUPERSEDED APPROVED

Rescind Previously Approved Policies Listed on Appendix B as No Longer Needed

The Policy and Personnel Committee recently reviewed our Official Communications and Public Information Policy and Community Profile Policy and determined these two policies are no longer needed. The Official Communications and Public Information Policy lays out how we communicate with the public and this is now a regular part of how we do business. The Community Profile application is no longer available. We are asking these policies be rescinded as no longer needed.

Jeffry Butler moved, seconded by Andrew Smith, to rescind previously approved Policies as listed on Appendix B as no longer needed.

Roll call on motion:

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

No: none

Abstain: none

Absent: none

Two Vacancies

Motion carried.

RESCINDING OF OFFICIAL COMMUNICATIONS AND PUBLIC INFORMATION POLICY AND COMMUNITY PROFILE POLICY AS NO LONGER NEEDED APPROVED

Approve Policies Listed on Appendix C as Written

The Policy and Personnel Committee recently reviewed the following policies: 1) Social Media Policy to include current terminology and updating of harassment section. 2) Displays and Exhibits Policy, which is a new policy to govern displays and exhibits in all of our branches. 3) Bylaws of the Aurora Public Library revised to include the responsibility of the Building and Grounds Committee to prepare and maintain capital plans for current and future years for all library facilities to be used in the budget planning process. The Technology Committee was eliminated, as the responsibilities of this are a regular part of how we do business. In addition, the definition of a quorum was reflected to a majority of the whole not less than four Directors constitutes a quorum. 4) Public Comment Policy was revised to longer require people to sign in.

Jeffry Butler moved, seconded by Andrew Smith, to approve Policies as listed on Appendix C as written.

Roll call on motion:
Yes: Butler, Filapek, Miller, Needam, Savage, Serrano and Smith
No: none
Abstain: none
Absent: none
Two Vacancies
Motion carried.

APPROVAL OF POLICIES LISTED ON APPENDIX C APPROVED

EXECUTIVE SESSION:

None

MINUTES OF THE NOVEMBER 15, 2017 EXECUTIVE SESSION:

On a motion by Joe Filapek, seconded by Andrew Smith, the board voted unanimously by roll call to approve the minutes of the November 15, 2017 Executive Session.

Roll call on motion:

Yes: Butler, Filapek, Miller, Needam, Savage Serrano, and Smith
No: none
Abstain: none
Absent: none
Two Vacancies
Motion carried

MINUTES OF THE NOVEMBER 15, 2017 EXECUTIVE SESSION APPROVED

ADJOURNMENT

On a motion by Andrew Smith, seconded by Eva Serrano, the board voted unanimously to adjourn at 6:43 p.m.

Roll call on motion:

Yes: Butler, Filapek, Miller, Needam, Savage, Serrano, and Smith
No: none
Abstain: none
Absent: none
Two Vacancies

All in favor.
Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

kg