

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

SEPTEMBER 26, 2018

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

Present: Trustees Dee Basile, Jeffry Butler, Joe Filapek, Melinda Riddick, John Savage and Andrew Smith

Absent: Trustees Avis Miller, Archie Needam and Eva Serrano

Also present were Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Senior Administration Manager Kathleen Fennell, Human Resources Manager Brenda Blough, Senior Manager of Children's Services Dana Russell, Foundation Manager Laura Stoney and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: We will not have an executive session this evening.

MINUTES OF THE AUGUST 29, 2018 BOARD MEETING:

Andrew Smith moved, seconded by Melinda Riddick, to approve the minutes of the August 29, 2018 board meeting minutes as written:

Yes: Basile, Butler, Filapek, Riddick, Savage, Smith

No: none

Abstain: none

Absent: Miller, Needam, Serrano

Motion Carried

BOARD MEETING 8-29-18 MINUTES APPROVED

STAFF REPORTS:

Executive Directory Daisy Porter-Reynolds – The Aurora Public Library lost a colleague last week. Dan Smolla, Librarian I, passed. Dan's family is planning a memorial service here at Santori in the near future. We are pleased to announce the hiring of Miriam Meza, Communications Manager and David Quiroz, School Success Coordinator. Miriam and David will be starting on October 1, 2018. In addition, we have recently hired Stephanie Brandwein, Santori Teen Coordinator. Stephanie's first day will be October 15.

Foundation Manager Laura Stoney – The Aurora Public Library Foundation recently met on Monday, September 24, 2018. The current focus of the Foundation is on the We Care Together Party and Auction. We are in process of seeking items for auction and planning logistics.

Facilities Report: Kathleen Fennell gave an update on the buildings and grounds. At Santori, we refinished the stainless steel on the two passenger elevators, a result of damaging graffiti. We installed a new water heater and repaired the filling station for water bottles. Eola had parking lot repairs done by Maul Paving. A concrete curb cut was installed for the book drop. In addition,

the Phase 2 lighting retrofit project has started. At West Branch, the outdoor book drop was repaired.

PUBLIC COMMENTS: Four community residents came forth to speak on their concerns regarding services at the West Branch. John Savage reiterated that he is committed to being transparent to the community. Decisions of the board will be discussed openly and it is a driving focus of the Board and a directive to staff to improve and expand services to the community.

FORMER BUSINESS: None

NEW BUSINESS:

Approval of August and September Bills

Jeff Butler moved, seconded by Andrew Smith to approve the monthly expenditures as listed on the Authorization Sheet for the period of August 30, 2018 to September 26, 2018, in the amount of \$811,440.13.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Smith

No: none

Abstain: none

Absent: Miller, Needam, Serrano

Motion Carried

PAYMENT OF BILLS 8-30-2018 TO 9-26-2018

Board Expenditure Questions:

Maul Paving, Inc. \$6,150: We had concrete work done for a curb cut at the book drop and the removal and replacement of asphalt in the Eola Road Parking Lot.

Employee Reimbursement \$215: This was a reimbursement for purchase of an HP Pro Jet Laser Printer purchased at a bargain (50% off). We have several of these printers and while it is no longer made, it will be used as a backup.

Physicians Immediate Care \$121: This was for random drug testing. We have participated in random drug testing for CDL drivers and non-DOT drivers since 2009.

Budget

The Finance Committee met on September 17, 2018. Our 2019 budget is projected at \$11.3 million, which is only a 2% increase over 2018. Our revenues are unknown but we are 92% funded by property tax which is estimated to be \$10.6 million in 2019.

Our largest budget expenditures include \$14,000 for going out to bid for a new security guard company, \$6,200 for additional lighting in our Outreach Department, \$25,000 for a payroll vendor, \$4,200 for bookmobile garage lease (our current lease expires year-end), \$110,000 for carpet and painting at Eola, \$12,000 for security camera upgrades at Eola, \$6,500 parking lot paving at West and \$5,500 for furniture at West. We replaced the carpet on the first floor at Eola this year and repaired the perimeter carpet on the second floor where it was shredding and proposed a safety hazard. Seventy to seventy-five percent of our budget is staff and benefits. We are running 5-6%

below current budget primarily due to vacancies, which we are moving to fill. Our current overall expenditures exceed our revenues. We have had to draw on our cash reserves and our recent one-cent levy increase was the first increase in 25 years. At our last meeting the board passed a resolution to recommend that the city levy separately for our IMRF obligation, which currently comes out of our operating fund. Other local governmental entities levy separately for IMRF. This would put us on firmer financial footing. We recommend the Board move to approve the 2019 Budget to present to City Council.

Jeffry Butler moved, seconded by Dee Basile, to approve the 2019 Proposed Budget to present to City Council.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Smith

No: none

Abstain: none

Absent: Miller, Needam, Serrano

Motion Carried

APPROVED 2019 PROPOSED BUDGET TO PRESENT TO CITY COUNCIL

2017 Audit Review

The FY17 audit reports from the City of Aurora, Illinois were distributed at the August 29, 2018 board meeting. Our operating budgeted revenue for 2017 was \$10.5 million and the actual was \$9.9 million. Our operating budget expenditures were \$10.8 million with actual expenditures being \$10.3 million. There was an overall reduction of \$416,600 to the fund balance. At the end of 2017, there was \$3,417,334 in the fund balance. There is an entire section on IMRF included in the audit.

Summer Reading Challenge 2018 Review

Angela Van Vuren, Manager of Children Services at Eola Road and Dana Russell, Senior Manager of Children's Services presented a review of our Summer Reading Challenge, *Reading Takes You Everywhere*, which ran from May 23 through July 31. The program was heavily promoted from mid-May and open to all ages. A concentrated effort was made this year to appeal to teens and adults. The program is designed to promote our services and increase circulation but also to increase our engagement with literacy throughout the summer. Eola Road Branch hosted a kickoff party with a live band that attracted 500 customers. SciTech, SPARK and the Park District participated. Total participation in the Summer Reading Challenge was 4,423 library cardholders including 444 teens, which was a 52% increase over last year. The completion rate was 38% versus 29% in 2017. Completion was determined by predetermined activities, which included five hours of reading for children and five books for adults. Forty percent of the children completed their goals and 32% of adults completed. We had 63 teen volunteers work the Summer Reading Challenge.

Per Capita Grant Requirement

Daisy Porter-Reynolds advised that a requirement of the 2019 IL Per Capita Grant is the completion of an educational opportunity focusing on meeting the needs of customers with challenges or disabilities. Krista Danis and Janet Stephens recently attended JJ's List Disability

Awareness Training, a workshop sponsored by RAILS. The workshop focused on communicating with people with disabilities. Topics covered were: person-first language, tips for giving great service to disabled people, interacting with people with disabilities, sighted guiding and job interviews.

Unattended Children's Policy – Staff recommended changes to the Unattended Children's Policy. The current policy has created issues in regards to children managing children under the age of 8. The revision proposes that children under the age of 8 should be directly supervised by a caregiver 14 or older. There is also added language about caregivers returning on time after a program to pick up the children. Several questions were brought up in discussion as to how does this look in practice, how do we determine if caregivers are authorized to supervise the children and how behavior and code of conduct play into this. Staff will continue to work on the policy and bring it back to the board.

Purchasing Policy – The Illinois State Law requires all purchases or contracts for products and services in excess of \$25,000 must go out for competitive bidding. However, our purchasing policy does not stipulate an upper limit as to what purchases the Executive Director can authorize. Our attorney recommended there be a threshold limit on what the Executive Director can authorize. We recommend our Purchasing Policy be amended to include the following: *In addition, any unbudgeted, nonemergency payment to any vendor of \$25,000 or more shall be presented to the Library Board for prior approval.*

Andrew Smith moved, seconded by Joe Filapek, to approve the updated Purchasing Policy as written.

All in favor.

Motion carried.

APPROVED PURCHASING POLICY UPDATE

ADJOURNMENT

On a motion by Andrew Smith, seconded by Jeffrey Butler, the board voted unanimously to adjourn at 6:52 p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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