

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

**December 19, 2018**

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

Present: Trustees Dee Basile, Jeffry Butler, Joe Filapek, Avis Miller, Archie Needam, Melinda Riddick, Andrew Smith.

Absent: John Savage, Eva Serrano

Melinda Riddick arrived at 6:23 p.m.

Also present were Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Senior Administration Manager Kathleen Fennell, and Director of Neighborhood Services Heather Sturm.

**ADDITIONS/CHANGES TO THE AGENDA:**

Addition – remarks about west side by Jeffry Butler.

Removed – Executive Session and approval of Executive Session minutes

Corrected – Approval of 2018 Board of Directors' Regular Meeting Schedule to Approval of 2019 Board of Directors' Regular Meeting Schedule.

**MINUTES OF NOVEMBER 28, 2018 BOARD MEETING:**

Archie Needam moved, seconded by Joe Filapek, to approve the minutes of the November 28, 2018 board meeting minutes as written.

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

No: none

Abstain: none

Absent: Riddick, Savage, Serrano

Motion Carried

**BOARD MEETING 11-28-18 MINUTES APPROVED**

**STAFF REPORTS:**

Executive Director: Daisy Porter-Reynolds reported the Aurora City Council passed the Levy request for IMRF totaling approximately \$700,000. Property values have also increased. As a result operating revenue for 2019 will increase by 1.2 million dollars. We are pleased to announce our new Program and Events Coordinator Krista Danis. Krista is currently a Children's Librarian at the Eola Road Branch. Event attendance at the Santori First Friday event was over 400 attendees and the West Branch Holiday program also had over 400 attendees.

Foundation: Trustee Dee Basile reported how appreciative the Foundation Board is for the attendance at the We Care Together Event held on December 1<sup>st</sup>. The fundraiser met their goal. The Foundation Board is working on the 2019 Plan of Action and budget.

Facilities: Kathleen Fennell reported the 2019 Ford Transit van was delivered this month, replacing the 2004 Chevrolet Express van. The 2012 Ford van was in the shop for body work as a result of extreme winds grabbing the driver's door. Installation of a snow rail system on the Parker Garden Pavilion were completed this past weekend. The snow rail runs along the north and west side of the pavilion. The HVAC systems and humidifiers were serviced at all facilities in preparation for winter. The library received a grant check from the ComEd Retro-Commissioning Building Tune-up program for energy improvements implemented at the Eola Road Branch. Additional energy improvements were completed at Santori recently and the 2<sup>nd</sup> phase of a lighting upgrade should be completed soon at Eola.

Correspondence: Trustee Jeffry Butler informed the audience that correspondence and suggestions from the community can be emailed to the Library Board at [Board@aurorapubliclibrary.org](mailto:Board@aurorapubliclibrary.org).

### **Public Comments:**

Seven community members addressed the Board regarding their library concerns.

Melinda Riddick arrived at 6:23 pm.

**FORMER BUSINESS:** None

### **NEW BUSINESS:**

Remarks about the West Side: Jeffry Butler thanked the speakers for their comments. We've had two sessions and will have one more listing session at the West Branch. A little bit of information gleaned. We asked three questions.

1. What does West Branch currently do well?
2. What will make you feel heard as we continue our process?
3. What could West Branch do better?

The opinion of the group – staff was first, people like the staff, like the location, like the facility, like the programs that are occurring.

On-line survey results:

What does West Branch currently do well? Two differing comments stuck out.

- Can't really answer. Has lived on the west side for 28 years and due to my ignorance didn't know it existed. Stopped by last week to see the facility and liked it.
- The branch is cozy, inviting, friendly, and safe.

What will make you feel heard?

- Trust, be open and be responsive (answer questions), and don't move.

What can West Branch do better?

- More hours, programs, don't move, improve the staff, partner, renovate, and have better signage.

The next session is on January 13 from 2:00 pm – 3:00 pm. We will dive further into this.

#### Approval of November - December Bills

Jeffrey Butler moved, seconded by Dee Basile, to approve the monthly expenditures as listed on the Authorization Sheet for the period of November 29, 2018 to December 19, 2018 in the amount of \$819,070.05.

Roll call on motion:

Yes: Basile, Butler, Filapek, Miller, Needam, Riddick, and Smith

No: none

Abstain: none

Absent: Savage, Serrano

Motion Carried

#### **PAYMENT OF BILLS 11-29-2018 to 12-19-2018 APPROVED**

Solicitation Policy – Our Solicitation Policy was approved in 2016 and it is recommended to review the policy every two years. Daisy Porter-Reynolds introduced the Solicitation Policy last month. The board asked for more specific information for non-profit groups that want to sell their items in the library. This language has been included in this draft.

Joe Filapek moved, seconded by Dee Basile, to approve the Solicitation Policy as written.

Motion Carried

#### **SOLICITATION POLICY APPROVED**

#### Security Services –

On November 18, 2018 the library issued a request for proposal for security services for the Santori and Eola Road facilities. At bid opening on December 4, 2018, the library received four proposals, only one of which met all the requirements including compliance with Illinois prevailing wage: Global Security Services. We were impressed with the firms training program and recommend approval of a one-year contract with Global.

Archie Needam moved, seconded by Avis Miller to approve a one-year contract with Global Security Services in the amount of \$183,362.

Roll call on motion:

Yes: Basile, Butler, Filapek, Miller, Needam, Riddick, and Smith

No: none

Abstain: none

Absent: Savage, Serrano

Motion Carried

**GLOBAL SECURITY SERVICES CONTRACT APPROVED**

FY2019 Board of Directors Meeting Schedule

Daisy Porter-Reynolds asked the board to approve the 2019 board meeting schedule. Meetings for January – October are scheduled on the 4<sup>th</sup> Wednesday of the month and November and December are scheduled on the 3<sup>rd</sup> Wednesday of the month.

Joe Filapek moved, seconded by Jeffry Butler, to adopt the FY2019 Board of Directors' Regular meeting schedule.  
Motion carried.

**2019 BOARD OF DIRECTORS' MEETING SCHEDULE APPROVED**

**ADJOURNMENT**

On a motion by Jeffry Butler, seconded by Dee Basile, the board voted unanimously to adjourn at 6:41 PM  
All in favor.  
Motion carried.

**ADJOURNMENT**

CERTIFIED TO BE A TRUE COPY

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Secretary, Board of Directors

kmf