

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

**JULY 24, 2019**

**CALL TO ORDER:** at 6:05 p.m.

Present: Trustees Jeffry Butler, Archie Needam, Melinda Riddick, Eva Serrano, Andrew Smith

Absent: Dee Basil, Joe Filapek, Avis Miller, John Savage

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Senior Administration Manager Kathleen Fennell, Communication Manager Miriam Meza-Gotto, Administrative Assistant Kim Gautschi

**ADDITIONS/CHANGES TO THE AGENDA:** Strategic Plan Updates will be presented after the approval of the June 19, 2019 board meeting minutes.

**MINUTES OF JUNE 19, 2019 BOARD MEETING:**

Jeffry Butler moved, seconded by Eva Serrano, to approve the minutes of the June 19, 2019 board meeting.

Yes: Butler, Needam, Riddick, Serrano, Smith

No: None

Abstain: none

Absent: Basil, Filapek, Miller, Savage

Motion Carried

**BOARD MEETING 6-19-19 MINUTES APPROVED**

**Strategic Plan Update**

The focus of this update is on customer stories and impacts.

**Express Creativity** – Mark Sloan, Assistant Manager of Digital Services, shared customer impact stories through a video presentation and correspondence.

**Welcome to America** – Pillar leaders Yiota Pirano and Marianna Guerrero presented stories detailing customer success in GED, ELA, and citizenship classes held at the library.

**School Success** - Flannery Crump discussed successful outreach events, the recent Teacher Open House, and Summer Reading Challenge participation.

**Feed Your Imagination** – Pillar lead Becky Clark highlighted our 12 Learning Kits, which have been checked out 192 times since August 2018. Marketplace collections have been added at both branches and the customer impact there is greater access to newer materials, measured by increased circulation.

**STAFF REPORTS:**

Executive Director: Michaela Haberkern summarized library card statistics in response to a board member question at a previous meeting. As of June 30, 2019, there are approximately

116,000 active Aurora Public Library cards, including 7,269 reciprocal cards. Reciprocal cards are mostly from neighboring communities including Oswego, Naperville, Sugar Grove, North Aurora and Yorkville. All other reciprocal cards are generally from Northern IL. Many Aurora residents have cards at other libraries. There are Aurora residents holding Naperville library cards (1,534) and 1,274 residents hold Oswego library cards. There are also 93 subscription cards for nonresidents not served by any library, and 123 scholarship cards funded by the Aurora Public Library Foundation. State law provides for libraries to annually set their own nonresident card fees according to formula and consideration of the residents' property values and tax. Our subscription cards are \$160 per the state formula.

Foundation: Michaela Haberkern advised Laura Stoney reported the Wilkinson Family Day event on July 13, 2019 went very well. Sheila Scott-Wilkinson was happy with how we are displaying her mother's artifacts. Most of the display is on our second floor in the local history area. The Wilkinson family Bible and whip will be part of a permanent display.

Facilities: The library purchased an all-season power brush for snow removal with funding for the Illinois Public Library Safety Grant. The library and West Aurora School District are resurfacing the West Branch parking lot.

Correspondence: Correspondence was received complementing our new security firm.

**Public Comments:** One community member spoke about the prospect of an elected library board.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Approval of June-July Bills

Archie Needam moved, seconded by Eva Serrano to approve the monthly expenditures as listed on the Authorization Sheet for the period June 20, 2019 to July 24, 2019 in the amount of \$785,663.32.

Roll call on motion:

Yes: Butler, Needam, Riddick, Serrano, Smith

No: None

Abstain: none

Absent: Basile, Filapek, Miller, Savage

Motion Carried

**PAYMENT OF BILLS 6-20-19 TO 7-24-19 APPROVED**

Questions on Bills:

Alarm Detection Systems, Disconnect the Panic Button, \$288: This was a silent button to call police which was removed from West Branch Circulation desk during reconfiguration of furniture for a single service point.

Olsson Roofing, Roof Repair \$1,455: West Branch had more extensive roof repair determined during the annual roofing inspection earlier this year. We needed to replace a 12'x12' area of roof membrane, patched corners and seams.

Faronic Technologies, USA, Deep Freeze Ent/Kit Maintenance \$1,092: Annual software that prevents customers from making changes to library computers and clears downloads at the end of a computer session.

M/M Peters Construction, Remove/Replace Concrete, \$3,500: We replaced two 2 x 4 RED ADA tile/squares of concrete at West Branch in the front entrance from parking lot.

Tee Jay Service Company, Door Repair \$675: Replaced 8 aluminum guide tracks in automatic doors at Santori's west entrance.

Citadel Lock & Security, Repair Exterior Door \$721.75: Replaced power transfer 24 gauge wiring in employee entrance door at Santori.

Tee Jay Service Company, Door Repair, \$991: Replaced 25 nylon caps in bottom guide track on automatic doors (both west and east entrance) at Santori.

### 2019 Budget Update

Kathy Fennell reviewed the 2019 operating budget and revenues for the board.

### Director Update

Executive Director Michaela Haberkern provided an overview of her first four months.

### Approval of Internet and Computer Use Policy

Michaela reviewed the revised Internet and Computer Use Policy for the board. We added a community profile information to show how important it is we provide these services as well as statement about data privacy. The board directed staff to provide a citation to the community profile information.

Jeffry Butler moved, seconded by Melinda Riddick, to approve the revised Internet and Computer Use Policy as amended.

Roll call on motion:

Yes: Butler, Needam, Riddick, Serrano, Smith

No: None

Abstain: none

Absent: Basile, Filapek, Miller, Savage

Motion Carried

### **INTERNET AND COMPUTER USE POLICY APPROVED AS AMENDED**

### Approval of Meeting and Study Room Policy

Michaela reviewed the revised Meeting and Study Room Policy. We have simplified the policy to distinguish between meeting rooms and study rooms. We have aligned our policy with our practice by taking out library card requirements for meeting rooms but not for study rooms. A customer must have a library card for a study room. We cleaned up the language in the policy to make it simpler, increased the room fee structure and eliminated some of the details of the

rooms. The board suggested making this policy effective 9/3/19. This will give staff time to notify people that normally reserve rooms in order to avoid any surprises in the changes.

Eva Serrano moved, seconded by Archie Needam, to approve the revised Meeting and Study Room Policy effective 9/3/19 as presented.

Roll call on motion:

Yes: Butler, Needam, Riddick, Serrano, Smith

No: None

Abstain: none

Absent: Basile, Filapek, Miller, Savage

Motion Carried

**MEETING AND STUDY ROOM POLICY EFFECTIVE 9/3/19 APPROVED AS  
PRESENTED**

## **ADJOURNMENT**

On a motion by Jeffry Butler, seconded by Melinda Riddick, the board voted unanimously to adjourn at 7:16 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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