

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

**January 22, 2019**

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

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

Absent: Dee Basile, Avis Miller, John Savage

Also present were Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Foundation Manager Laura Stoney, Senior Administration Manager Kathleen Fennell, Communication Manager Miriam Meza, Director of Neighborhood Services Heather Sturm, Human Resources Manager Brenda Blough, Digital Services Manager Himanshu Trivedi, Administrative Assistant Kim Gautschi, Becky Clark, Flannery Crump, Mariana Guerrero, Yiota Piraino, Katie Stringwell, Janet Sutter, and Veronica Villagomez-Spycher.

**ADDITIONS/CHANGES TO THE AGENDA:** None

**ADMINISTRATION RECOMMENDATION TO THE BOARD REGARDING WEST BRANCH:**

Trustee Andrew Smith noted that Carl Franco, 5<sup>th</sup> Ward Alderman, could not attend but sent his appreciation of community input, thanking the residents for their passion and activism on this topic. Trustee Smith read a statement from Alderman Franco advising that he did not support a move of West Branch.

Michaela Haberkern reviewed the Administration Recommendation to the Board Regarding West Branch, included in the board packet. It is the administration's recommendation that West Branch stay in its current location. The library's goals are to increase usage and visibility, expand hours, and make programming and facility improvements at West Branch. We gathered community input to guide us in the process. We initially considered renovation, new construction and relocation. We conducted two site visits, considered the funding sources, and agreed the best option is to stay in our current location. We plan to formulate a multi-year facilities improvement plan for both West Branch and Eola Road Branch and will seek grant and other funding for these projects. We will continue to monitor performance at West Branch in order to invest in the West Branch facility to add value to the community.

Trustee Jeffry Butler thanked the community for the outpouring of support for the West Branch.

Trustee Smith thanked the administration and staff for their work. He thanked the Board of Directors for the thoughtful consideration of the needs for West Branch.

Trustee Jeffry Butler read Resolution No. 2019-01:

**RESOLUTION NO. 2019-01**

**RESOLUTION REGARDING WEST BRANCH**

**WHEREAS**, the Board and the Administration are committed to expanding and improving library services on the West Side; and

**WHEREAS**, the Administration has completed an investigation into facility improvement and relocation options for West Branch; and

**WHEREAS**, the Board and the Administration have gathered and analyzed usage data, funding options, potential new sites, and community input.

**NOW, THEREFORE, BE IT RESOLVED** that the West Branch will stay in its present facility at this time.

**ADOPTED** January 22, 2019, pursuant to a roll call vote as follows:

Jeffry Butler moved, seconded by Archie Needham to adopt Resolution 2019-01, Resolution regarding West Branch.

**RESOLUTION 2019-01 APPROVED**

**MINUTES OF DECEMBER 19, 2018 BOARD MEETING:**

(No motion or second.) The Board approved the minutes of the December 19, 2018 as written.

Yes: Butler, Filapek, Needam, Riddick, Serrano, Smith

No: None

Abstain: none

Absent: Basile, Miller, Savage

Motion Carried

**BOARD MEETING 12-19-18 MINUTES APPROVED**

**MINUTES OF SEPTEMBER 17, 2018, FINANCE COMMITTEE MEETING:**

Joe Filapek moved, seconded by Melinda Riddick to approve the minutes of the September 17, 2018 Finance Committee minutes as written.

Yes: Butler, Filapek, Needam, Riddick, Serrano, Smith

No: None

Abstain: none

Absent: Basile, Miller, Savage

Motion Carried

**FINANCE COMMITTEE 9-17-18 MINUTES APPROVED**

**STAFF REPORTS:**

Executive Director: Daisy Porter-Reynolds advised wifi upgrades are now complete at West Branch. IT is working on switching staff to web based Office 365, where documents are stored in the cloud allowing us to be more productive and collaborative. Eola Road Branch is rearranging the collections on the second floor to allow more space for growing collections like graphic novels and world languages (Polish, Urdu, and Hindi). At Santori,

the children's DVD dispensers were moved to the Marketplace area, and we have rearranged that space to allow popular print materials to be closer to the circulation desk.

Foundation: Laura Stoney included in the board packet her written report from the Foundation highlighting 2018 results. Moving forward in 2019, Foundation Board of Directors has seven new members. Their first 2019 meeting is next Monday. The Foundation's priorities for 2019 include raising funds for a new bookmobile and financial support of APL strategic priorities.

Facilities: Kathy Fennell reported that clear tempered glass panels were installed along the sides of the public staircase at Santori as a safety measure. A removable mullion has been installed at Santori for new closures and exit devices on the employee entrance doors. At Eola Branch, the second phase of the lighting retrofit project through Com Ed was completed. The failed air sensor and drive motor for the roof top unit which supplies heating and cooling to the east side of the building at Eola Road Branch has been replaced. Facilities staff are moving furniture at both the Eola Road Branch and West Branch as part of the collection reorganization.

Correspondence: Trustee Jeffry Butler mentioned one letter to Board of Directors was received from a volunteer who had lost her cell phone and was not happy with the security staff's empathy to her situation. It was noted our new security guard service begins Friday, February 1, 2019.

**PUBLIC COMMENTS:** None

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Approval of December-January Bills

Eva Serrano moved, seconded by Jeffry Butler, to approve the monthly expenditures as listed on the Authorization Sheet for the period December 20, 2018 to January 22, 2019 in the amount of \$999,373.25.

Roll call on motion:

Yes: Butler, Filapek, Needam, Riddick, Serrano, Smith

No: None

Abstain: none

Absent: Basile, Miller, Savage

Motion Carried

**PAYMENT OF BILLS 12-20-18 TO 1-22-19 APPROVED**

Questions on Bills:

Newegg VR Hardware Update – new Virtual Reality Systems, PC adapters and headsets purchase.

Staff member tuition reimbursement: Tuition reimbursement for a staff member pursuing a Masters Degree in Library Science from Dominican University.

Expense for Bubbles, Crayons and Summer Reading Incentives: Bubbles and crayons are program supplies for 1000 Books before Kindergarten. We have begun purchasing incentives for summer reading.

APPROVAL TO CHANGE THE FEBRUARY 27, 2019 BOARD MEETING TO FEBRUARY 20, 2019

Due to several Board Trustees not able to attend the February 27, 2019, Board Meeting, it was suggested we move the meeting to February 20, 2019.

Jeffry Butler moved, seconded by Melinda Riddick, to approve the change of the February 27, 2019 Board meeting to February 20, 2019.

Motion Carried

**FEBRUARY 27, 2019 BOARD MEETING MOVED TO FEBRUARY 20, 2019**

APPROVAL TO MOVE THE MARCH 27, 2019 AND JULY 24, 2019 BOARD MEETINGS TO THE WEST BRANCH

It was proposed we have two Board Meetings held at West Branch.

Jeffry Butler moved, seconded by Eva Serrano, to approve the move of the March 27, 2019 and July 24, 2019 board meetings to West Branch.

Motion Carried

**MARCH 27, 2019 AND JULY 24, 2019 BOARD MEETINGS MOVED TO THE WEST BRANCH**

APPROVAL TO MOVE THE MAY 22, 2019 AND SEPTEMBER 25, 2019 BOARD MEETINGS TO THE EOLA ROAD BRANCH

It was proposed to have two Board Meetings held at Eola Road Branch.

Joe Filapek moved, seconded by Archie Needam, to approve the move of the May 22, 2019 and September 25, 2019 board meetings to Eola Road Branch.

Motion Carried

**MAY 22, 2019 AND SEPTEMBER 25, 2019 BOARD MEETINGS MOVED TO THE EOLA ROAD BRANCH**

Circulation Policy – Michaela Haberkern introduced updates to the Circulation Policy. We have reinstated computer use only cards into the policy for the benefit of out-of-town guests. In addition, we loosened up language around subscription cardholders fees to allow for installation payments. There was discussion that the Illinois State Library may have changed the law regarding non-resident taxpayer cards; staff will revise the policy to reflect that change and bring the policy back for approval at a later date.

Jeffry Butler moved, seconded by Eva Serrano, to approve the Circulation Policy as presented.

Motion Carried.

## **CIRCULATION POLICY APPROVED AS PRESENTED**

Loan Period Policy – Michaela Haberkern advised the Loan Period Policy has been pulled out separately from the rest of the Circulation Policy. This will allow us to make changes more easily as we add new item types to the collection.

Jeffrey Butler moved, seconded by Melinda Riddick to approve the Loan Period Policy as written.

Motion Carried

## **LOAN PERIOD POLICY APPROVED**

Strategic Plan Update – As we enter our third year of our Strategic Plan, the four-pillar team created a 12-minute video to present their 2018 achievements:

**School Success:** Presented by Katie Stringwell, Early Literacy Librarian at Santori, and Flannery Crump, Teen Librarian at Eola Road Branch. New materials were created including promotional posters for classrooms. The monthly teacher newsletter was combined to go out to all staff within the districts we serve. We held 41 outreach events. Teacher loan procedures were streamlined and teacher loans increased by over 20% in 2018.

**Feed Your Imagination:** Presented by Janet Sutter, Circulation Manager at West Branch and Becky Clark, Adult Services Manager at Eola Road Branch. In 2018, the committee focused on planning a one city/one book community event. The committee brought ideas and books together and created Aurora United We Read – A Community Wide Reading Experience. The goal is to bring people together and talk about themes that are timely and relevant to our diverse community. The list of books has been narrowed down to five books and the final book selection will be made in February. Aurora: United We Read will launch in the fall of 2019 with events and discussions built around the chosen book theme.

**Welcome to America:** Presented by Yiota Piraino, Adult Services Librarian I at Eola Road Branch, Mariana Guerrero Para Professional II at Santori, and Veronica Villagomez-Spycher, Spanish Services Manager at Santori. Welcome to America provides new immigrants all the information they need on citizenship, English language learning and other topics to participate in a successfully American life. Every branch has a dedicated Citizenship Corner where they will find Civics and Citizenship Toolkits including civics flash cards and naturalization study guides. We offer semester long English and Citizenship classes, weekly conversation groups, monthly ESL reading groups and naturalization and immigration programs throughout the year. In the fall, we had 24 students meeting twice weekly in our English classes. We also had 12 students enrolled in the citizenship class sponsored by College of DuPage. Seven of those students took the naturalization test and all passed. In addition to classes, to help new residents to succeed in their new homeland we celebrate the diversity of their cultures throughout the year with different celebrations and programs.

Express Creativity: Presented by Kathy Fennell, Senior Administration Manager and Himanshu Trivedi, Senior Digital Services Manager. 2018 accomplishments include partnerships with D131, outreach events, technology classes, and planning for maker technology at the branches.

The Strategic Plan video will be posted on our webpage.

### 2019 Officer Elections

Daisy Porter-Reynolds distributed a copy of relevant sections of our Board By-Laws pertaining to the duties of Board Officers and Elections of the Officers. These are two-year offices elected by a majority vote. The elections will be held at our February meeting. Board members can nominate themselves or other board members.

**EXECUTIVE SESSION:** Jeffry Butler moved, seconded by Eva Serrano, to adjourn to Executive Session at 7:05 p.m. to discuss the appointment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)) and the minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2(c)(21))

Roll call on motion:

Yes: Butler, Filapek, Needam, Riddick, Serrano, Smith

No: none

Abstain: none

Absent: Basile, Miller, Savage

All in favor

Motion carried

### **APPROVED EXECUTIVE SESSION**

January 22, 2019 Board meeting reconvened at 7:53 p.m.

### **MINUTES OF THE NOVEMBER 28, 2018 EXECUTIVE SESSION.**

On a motion by Jeffry Butler seconded by Joe Filapek, the board voted unanimously to approve the minutes of the November 28, 2018 executive session as written.

Roll call on motion:

Yes: Butler, Filapek, Needam, Riddick, Serrano, Smith

No: none

Abstain: none

Absent: Basile, Miller, Savage

Motion carried

### **MINUTES OF THE NOVEMBER 28, 2018 EXECUTIVE SESSION APPROVED**

The Board of Directors offered the position of Executive Director to Michaela Haberkern effective the day following the last day of Daisy Porter-Reynolds's employment. Michaela Haberkern accepted the position.

On a motion by Jeffry Butler and seconded by Melinda Riddick, the board voted unanimously to approve the appointment of Michaela Haberkern as Executive Director

effective the day following the last day of Daisy Porter-Reynold's employment, which is scheduled for early March.

Roll call on motion:

Yes: Butler, Filapek, Needam, Riddick, Serrano, Smith

No: none

Abstain: none

Absent: Basile, Miller, Savage

Motion carried

**APPOINTMENT OF MICHAELA HABERKERN AS EXECUTIVE DIRECTOR  
APPROVED**

**ADJOURNMENT**

On a motion by Eva Serrano seconded by Melinda Riddick, the board voted unanimously to adjourn at 7:56 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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