

**Regular Meeting
BOARD OF LIBRARY DIRECTORS
AURORA (ILLINOIS) PUBLIC LIBRARY DISTRICT**

October 28, 2020

Public Act 100-0640 amends the Open Meetings Act to expressly authorize public bodies to meet remotely in certain circumstances without the otherwise required quorum present at the meeting place. The new law requires the head of the public body determine that an in-person meeting is not practical or prudent because of a disaster. At least one member of the public body or the Chief Administrator Officer or the Chief Legal Officer must be physically present at the meeting place unless it is not feasible because of the disaster. Michaela Haberkern is present at the library. The library is partially open today, so it is feasible for her to be there. The meeting will be recorded and will be available on the library's website for 30 days and will be archived in our Administrative offices thereafter. The meeting was held via Zoom and viewable on the library's Facebook page. As with all open meetings we provide space for public comments in accordance with the law. For the purposes of this virtual meeting we asked the public to submit their comments via email or voice messages.

CALL TO ORDER: at 6:03 p.m.

President Andrew Smith stated in accordance with the Government Emergency Administrative Act PA100-0640, The Aurora Public Library District Board of Directors find an in-person meeting is not practical or prudent because of the ongoing public health emergency and believes it is in our best interest to hold a virtual meeting to perform essential business.

Present: Trustees Delia Nila Basile, Jeffry Butler, Joe Filapek, Melinda Riddick, John Savage, Eva Serrano, Andrew Smith

Also present were Executive Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF SEPTEMBER 23, 2020 BOARD MEETING:

Delia Nila Basile advised there was an error in her name in the closing approval of the minutes of the September 23, 2020 board meeting minutes.

Joe Filapek moved, seconded by Delia Nila Basile to approve the minutes of the September 23, 2020 Board Meeting as amended with the correction of Delia Nila Basile's name.

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

No: None

Abstain: None

Absent: None

Motion Carried

BOARD MEETING 9-23-20 MINUTES APPROVED

STAFF REPORTS: Michaela Haberkern updated the board on the grant project with District 131. Working together on the project gave the library an opportunity to talk more with their staff about Sora, which allows District 131 students easy access to our Overdrive eBook and audioBook collections. We have seen significant growth in new users and in checkouts.

Staff continue work on our Equity, Diversity and Inclusion Pillar under the direction of Communications Manager, Miriam Meza-Gotto. The committee has met several times and we hope to have a pillar goal with some broad objectives underneath to present to the board in December or January.

Administration is watching Covid-19 case counts and positivity rates. The current mitigations on Kane and DuPage County does not affect our service levels but if we move to Tier 2 mitigations, which restrict in-person retail, we may choose to eliminate in-person visits and only offer drive-through and curbside service as we did early this summer. We base our services on the guidelines the state offers for retail, for offices and for public event space. There is no specific guidance for libraries.

The library will have a recommendation in November for the Bookmobile RFP and the Finance Committee Report will be addressed under New Business.

Public Comments: AFSCME Local Union 2283 asked via email that Eola Road Branch, a designated polling place in DuPage County, be closed on Election Day, November 3 due to anticipated high traffic and rising Covid-19 cases.

NEW BUSINESS:

Approval of September-October Bills

John Savage moved, seconded by Eva Serrano to approve the monthly expenditures as listed on the Authorization Sheet for the period September 24, 2020 to October 28, 2020 in the amount of \$865,746.02.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

PAYMENT OF BILLS 9-24-20 TO 10-28-20 APPROVED

Questions on bills:

- 1) Aurora West School District, Parking Lot/Sidewalk \$57,141. What percentage of the cost for the repaving work that was done at West Branch does this represent?

The total project is \$232,065. Per the IGA APLD is responsible for 50% of the parking lot repaving costs. APLD portion is \$116,032.50, less \$1,750 credit (APLD paid \$3,500 for ADA cement work at West Branch entrance), less \$10,000 payment to the school

district in December 2019. This \$57,141 represents 50% of APLD cost and the balance of \$47,141 will be paid in October 2021.

- 2) Brick Logik LLC Repair Paver Sidewalk \$2,845. Where was this and what percentage of the cost?

Brick Logik removed and replaced chipped pavers, inspected base underneath and installed commercial grade polymeric sand to paver joints at Eola Road Branch. This represents 100% of the costs.

- 3) Chicago Tribune Company, Classified Listing, \$1,510. What is this?

Three legal advertisements in the Beacon News.

- RFP – Bookmobile \$38.86
- RFP – Cloud Based Accounting and Payroll Software \$43.72
- Budget & Appropriation Ordinance \$1,428.00

- 4) Olsson Roofing, Service Call - Repair, \$571. What is this?

Olsson Roofing repaired a leaking skylight at the Eola Road Branch.

Kane County Resolution and Inter-Governmental Agreement

We applied for CARES Act funding from Kane County. This grant was offered to municipalities to help cover expenditures related to the pandemic. We were awarded approximately \$15,000. Our attorney, Roger Ritzman, drafted the resolution and reviewed the Inter-Governmental Agreement. The finance committee reviewed these documents and the board's approval of this resolution and IGA is required for disbursement of those funds.

John Savage moved, seconded by Eva Serrano to approve the Kane County Resolution and Inter-Governmental Agreement.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

KANE COUNTY RESOLUTION AND INTER-GOVERNMENTAL AGREEMENT APPROVED

FY2020-2021 TAX LEVY ORDINANCE No.2020-2

This is our formal request to the county for property taxes. This is for the same figure of \$14,721,319 as we stated in the Budget and Appropriations Ordinance. This tax levy ordinance will be filed with all four county clerks by the December 29 deadline. The finance committee discussed and recommended the board approve FY2020-21 Tax Levy Ordinance 2020-2.

John Savage moved, seconded by Delia Nila Basile to approve the FY2020-2021 Tax Levy Ordinance No. 2020-2.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith
No: None
Abstain: None
Absent: None
Motion Carried

FY2020-2021 TAX LEVY ORDINANCE NO. 2020-2 APPROVED

ORDINANCE ESTABLISHING A SPECIAL RESERVE FUND

While we already have a special reserve fund that was established in 2011 which is the 310 fund you see in your board packet financials, the CP/Tech Fund. It is recommended we set up a new special reserve fund as a district and then transfer those funds into it. As required, we will soon adopt a plan to expend money from that fund; that will be our space plan and our capital projects plan. The finance committee discussed and recommend the board approve this.

Joe Filapek moved, seconded by Melinda Riddick to approve Ordinance No. 2020-3 Establishing A Special Reserve Fund.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage Serrano, Smith
No: None
Abstain: None
Absent: None
Motion Carried

**ORDINANCE NO. 2020-3 ESTABLISHING A SPECIAL RESERVE FUND
APPROVED**

PAYROLL/ACCOUNTING SOFTWARE PURCHASE APPROVAL

We received seven bids and asked three vendors back for demonstrations. Based on those demonstrations, staff recommend Tyler Technologies, Inc. as the vendor whose product suits our needs best. Their strong points were reporting capabilities, security, help/support and updates. The finance committee agreed Tyler Technologies, Inc. should be taken to the board for approval.

John Savage moved, seconded by Delia Nila Basile to approve payroll/accounting software from Tyler Technologies, Inc.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage Serrano, Smith
No: None
Abstain: None
Absent: None
Motion Carried

**PURCHASE OF PAYROLL/ACCOUNTING SOFTWARE FROM TYLER TECHNOLOGIES,
INC. APPROVED**

Per Capita Grant Requirements

This is the first in a yearlong review of Serving Our Public 4.0: Standards for Illinois Public Libraries. This review will fulfill our per-capita grant requirements for this fiscal year. At every board meeting through the end of the fiscal year, a different member of the library staff will review a chapter. Michaela reviewed the first two chapters addressing: Core Standards, and Governance of Administration for the board.

Revenue Update

Our revenue collections are at 98% of what we were expecting.

MINUTES OF THE SEPTEMBER 23, 2020 EXECUTIVE SESSION

It was noted if there is no discussion of the minutes, the minutes can be approved without going into Executive Session.

John Savage moved, seconded by Jeffry Butler to approve the minutes of the September 23, 2020 Executive Session.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

All in favor

Motion carried

EXECUTIVE SESSION SEPTEMBER 23, 2020 MINUTES APPROVED

ADJOURNMENT

Delia Nila Basile moved, seconded by Joe Filapek, the board voted unanimously to adjourn at 6:40 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

Kg