



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
MARCH 22, 2023**

CALL TO ORDER: 6:00 p.m.

Present: Trustees Ryan Cytryn, Joe Filapek, Paul LaTour, Suzanne Stegeman

Absent: Sandeep Londhe, Matthew Orr, Melinda Riddick

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

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE FEBRUARY 22, 2023 BOARD MEETING:

Paul LaTour moved, seconded by Ryan Cytryn, the board approved the minutes of the February 22, 2023 board meeting.

All in Favor

Absent: None

Motion carried

BOARD MEETING 2-22-2023 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern updated the board on economic interest statements, the new Bookmobile, and the library's new chat service. Brenda Blough reported on the two recent on-site job fairs held at the Santori Library and Eola Road Branch.

STRATEGIC PLAN AD-HOC COMMITTEE REPORT:

Joe Filapek reported that the Strategic Plan Ad-Hoc Committee met on March 8, 2023 to interview the two finalists selected at the February meeting. Further discussion was deferred to New Business.

PUBLIC COMMENTS:

None

NEW BUSINESS:

Approval of January-February Bills

Finance Manager Mark Salem updated the board with an overview of the library's current financial position and expenditures, revenue, and investments. Mark confirmed the February 2023 and March 2023 bills/expenses and provided answers to the library board's questions.

Suzanne Stegeman moved, seconded by Ryan Cytryn to approve the monthly expenditures as listed on the Authorization Sheet for the period February 23, 2023 to March 22, 2023 in the amount of \$889,139.05.

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr, Riddick

Motion carried

PAYMENT OF BILLS 2-23-23 TO 3-22-23 APPROVED

Early Literacy

Gretchen Schulz, Early Literacy Specialist and Assistant Manager of Children’s Services at Santori, updated the board on the services we offer to young readers and their families.

Business Services

Business Services Librarian Christopher Biersdorf advised the board on the services the library offers to the business community and job seekers.

Eola Road Branch Rooftop Unit Replacement

Patrick Callahan from Studio GC presented the results of the bid process for new rooftop units at Eola Road Branch. The low bidder and recommended vendor was F. E. Moran.

Paul LaTour moved, seconded by Ryan Cytryn to approve the selection of F. E. Moran to provide the services and equipment necessary to replace the rooftop unit at the Eola Road Branch, as outlined in the bid process set forth by Studio GC.

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr, Riddick

Motion carried

SELECTION OF F.E. MORAN TO PROVIDE SERVICES AND EQUIPMENT NECESSARY TO REPLACE THE ROOFTOP UNIT AT THE EOLA ROAD BRANCH AS OUTLINED IN THE BID PROCESS SET FORTH BY STUDIO GC APPROVED

STRATEGIC PLAN AD-HOC COMMITTEE

Joe Filapek led the board in a discussion of the presentations given by the two finalists, Northern Illinois University’s Center for Government Studies and Fast Forward Libraries. The committee recommends that the board accept the proposal from Fast Forward Libraries.

Suzanne Stegeman moved, seconded by Paul LaTour to approve the selection of Fast Forward Libraries as the library’s strategic planning consultant, to carry out a planning process as outlined in the RFP.

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr, Riddick

Motion carried

SELECTION OF FAST FORWARD LIBRARIES AS THE LIBRARY’S STRATEGIC PLANNING CONSULTANT APPROVED AS OUTLINED IN THE RFP

Printing and Mailing Services

Miriam Meza-Gotto reviewed the RFP process for printing and mailing services with the board. She recommends that the board accept Vogue Printers’ proposal as the lowest bid and shortest timeline to production.

Ryan Cytryn moved, seconded by Paul LaTour to approve the selection of Vogue Printers to provide printing and mailing services as outlined in the RFP.

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr, Riddick

Motion carried

SELECTION OF PRINTING AND MAILING SERVICES AS OUTLINED IN THE RFP APPROVED

Employee Handbook

Paul LaTour reviewed the proposed changes to the employee handbook with the board. The board requested edits for clarification, and most discussion centered on the inclusion of the board’s 2020 EDI statement.

The board indicated agreement on the need to include statement about the library’s commitment to diversity, equity, and inclusion as well as a link to the board’s statement. The Policy and Personnel Committee will meet again and will bring the handbook to the full board for approval in April.

EXECUTIVE SESSION

Paul LaTour moved, seconded by Ryan Cytryn, to adjourn to executive session at 7:21 p.m. to discuss the semi-annual review of executive session minutes (5 ILCS 120/2(c)(21)).

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr, Riddick

Motion carried

EXECUTIVE SESSION APPROVED

ADJOURN EXECUTIVE SESSION

On a motion by Ryan Cytryn, seconded by Suzanne Stegeman, the board voted unanimously by roll call to adjourn executive session 7:27 p.m.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr, Riddick

Motion carried

EXECUTIVE SESSION ADJOURNED

RETURN TO OPEN SESSION

Ryan Cytryn moved, seconded by Paul LaTour to return to open session at 7:28 p.m.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr, Riddick

Motion carried

MOTION TO RETURN TO OPEN SESSION APPROVED

APPROVAL TO RELEASE PORTIONS OF THE MINUTES OF EXECUTIVE SESSION MINUTES

On a motion by Ryan Cytryn, seconded by Paul LaTour, the board voted to keep confidential the executive session minutes for September 28, 2022 and December 14, 2022. The board finds that the need for reasons of personal privacy or protection of the public interest the need for confidentiality still exists as to these minutes and as such they will be kept confidential at this time.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr, Riddick

Motion carried

MOTION TO MAINTAIN CONFIDENTIALITY APPROVED

ADJOURNMENT

Paul LaTour moved, seconded by Suzanne Stegeman, the board voted unanimously to adjourn at 7:35 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees