



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
NOVEMBER 15, 2023**

CALL TO ORDER: 6:00 P.M.

OATH OF OFFICE

Board Secretary Paul LaTour administered the Oath of Office to newly appointed trustee of the Aurora Public Library District, Joseph Sanchez.

Present: Trustees Joe Filapek, Paul LaTour, Kevin O'Neill, Matthew Orr, Joseph Sanchez

Absent: Katrina Plonczynski, Melinda Riddick

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

CONDUCT OF PUBLIC HEARING CALL TO ORDER: 6:03 p.m.

The public hearing was held pursuant to the requirements of Sections 10 and 20 of the Bond Issue Notification Act of the State of Illinois, as amended. Notice of the hearing was published on October 25, 2023 in The Beacon News. This is a hearing regarding a plan to issue not to exceed \$13,000,000 in aggregate principal amount of the District's General Obligation Bonds Series 2024. The proceeds of the Bonds will be used to (i) finance certain capital projects within the District including but not limited to renovations and repairs to Library facilities, and the expenses incident thereto, and (ii) pay certain cost of issuance of the Bonds.

No written comments were submitted.

One member of the community addressed the board stating he believed all due diligence was conducted, thanked everyone for their hard work and research on this endeavor and encouraged all to vote yes for the General Obligation Bonds.

The Public Hearing was concluded at 6:07 p.m.

ADDITIONS/CHANGES TO THE AGENDA: The Union Negotiations Overview has been tentatively rescheduled to the December board meeting.

MINUTES OF THE OCTOBER 18, 2023 PUBLIC HEARING:

Kevin O'Neill moved, seconded by Matthew Orr the board voted unanimously to approve the minutes of the October 18, 2023, Public Hearing.

All in Favor

Motion Carried

PUBLIC HEARING 10-18-2023 MINUTES APPROVED

MINUTES OF THE OCTOBER 18, 2023 BOARD MEETING:

Kevin O'Neill moved, seconded by Matthew Orr the board voted unanimously to approve the minutes of the October 18, 2023, Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 10-18-2023 MINUTES APPROVED

MINUTES OF THE OCTOBER 5, 2023 STRATEGIC PLAN AD-HOC COMMITTEE MEETING:

Joe Filapek announced the Strategic Plan Ad-Hoc Committee has completed its work and is therefore dissolved. Matthew Orr moved, seconded by Joseph Sanchez the board voted unanimously to approve the minutes of the October 5, 2023, Strategic Plan Ad-Hoc Committee Meeting.

All in Favor

Motion Carried

STRATEGIC PLAN AD-HOC COMMITTEE MEETING 10-05-2023 MINUTES APPROVED

MINUTES OF THE OCTOBER 14, 2023 TRUSTEE VACANCY AD-HOC COMMITTEE MEETING:

Joe Filapek announced that the Trustee Vacancy Ad-Hoc Committee has completed its work and is therefore dissolved. Kevin O'Neill moved, seconded by Joseph Sanchez the board voted unanimously to approve the minutes of the October 5, 2023, Strategic Plan Ad-Hoc Committee Meeting.

All in Favor

Motion Carried

TRUSTEE VACANCY AD-HOC COMMITTEE MEETING 10-14-2023 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern gave a progress report on the planning process for the Eola Road Branch renovation project. Michaela also reported that the staff strategic plan implementation team met with the library's consultant on the process for designing implementation of the new plan, and noted that the library's annual report has been published to SharePoint for the board to review.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on November 8 to review the Investment Policy, the Reserves and Accumulation of Funds Policy, and the process to review the executive director. Both policies are on the agenda and discussion was deferred to New Business. The committee will meet again to continue discussions on the review process and will bring a recommendation to the full board in the near future.

NEW BUSINESS:

Approval of October and November Bills

Finance Manager Mark Salem updated the board with an overview of the library's current financial position and expenditures.

Matthew Orr moved, seconded by Joseph Sanchez to approve the monthly expenditures as listed on the Authorization Sheet for the period October 19, 2023 to November 15, 2023 in the amount of \$957,993.12.

Roll call on motion:

Yes: Filapek, LaTour, O'Neill, Matthew Orr, Sanchez

No: None

Abstain: None

Absent: Plonczynski, Riddick

Motion Carried

PAYMENT OF BILLS 10-19-23 TO 11-15-23 APPROVED

Vega Discover Presentation

Katie Fearnley, Integrated Library Systems Manager, briefed the board on Vega Discover, a new catalog interface for customers. Beginning Monday, November 20, a marketing campaign will begin at which time, one PAC computer at each branch will have Vega Discover installed on it which will give customers an opportunity to take a first look at the catalog before the library switches all PAC computers over to the new user-friendly catalog on December 11.

Investment Policy

The Investment Policy was reviewed by the Finance Committee as well as Mark Salem, Finance Manager, Michaela Haberkern, Executive Director, and Jamie Rachlin, APLD municipal advisor before being referred to Policy and Personnel Committee for final review. The policy contains no revisions, and the committee recommends the full board approve the policy as presented.

Kevin O'Neill moved, seconded by Matthew Orr to approve the Investment Policy as presented.

Roll call on motion:

Yes: Filapek, LaTour, O'Neill, Matthew Orr, Sanchez

No: None

Abstain: None

Absent: Plonczynski, Riddick

Motion Carried

INVESTMENT POLICY APPROVED AS PRESENTED

Reserves and Accumulation of Funds Policy

This policy has also been reviewed by the Finance Committee as well as Mark Salem, Finance Manager, Michaela Haberkern, Executive Director, and Jamie Rachlin, APLD municipal advisor before being referred to Policy and Personnel Committee for final review. The Finance Committee recommended revisions including the elimination of language referring to the debt service reserve and other changes to reflect current practice, and changing the target operating reserve balance to a range of 45-50% of the operating budget. The Policy and Personnel Committee recommends the full board approve the revised policy.

Matthew Orr moved, seconded by Joseph Sanchez to approve the Reserves and Accumulation of Funds Policy as presented.

Roll call on motion:

Yes: Filapek, LaTour, O’Neill, Matthew Orr, Sanchez

No: None

Abstain: None

Absent: Plonczynski, Riddick

Motion Carried

RESERVES AND ACCUMULATION OF FUNDS POLICY APPROVED AS PRESENTED

Transfer to Special Reserve

Resolution 2023-03, transferring \$1,500,000 from the Corporate Fund to the Special Reserve Fund was presented to the board.

Matthew Orr moved, seconded by Joseph Sanchez to approve Resolution 2023-03 To Transfer a Portion of the Corporate Fund Balance to the Special Reserve Fund.

Roll call on motion:

Yes: Filapek, LaTour, O’Neill, Matthew Orr, Sanchez

No: None

Abstain: None

Absent: Plonczynski, Riddick

Motion Carried

**RESOLUTION 2023-03 TO TRANSFER A PORTION OF THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE
APPROVED**

Board Meeting Dates

Kevin O’Neill moved, seconded by Matthew Orr to approve Ordinance 2023-5 establishing library board meeting dates for calendar year 2024.

All in favor

Motion Carried

**ORDINANCE 2023-5 ESTABLISHING LIBRARY BOARD MEETINGS DATES, TIMES AND LOCATIONS FOR CALENDAR
YEAR 2024 APPROVED**

Library Closed Dates

Matthew Orr moved, seconded by Kevin O’Neill to approve library closed dates for calendar year 2024.

Roll call on motion:

Yes: Filapek, LaTour, O’Neill, Matthew Orr, Sanchez

No: None

Abstain: None

Absent: Plonczynski, Riddick

Motion Carried

LIBRARY CLOSED DATES FOR CALENDER YEAR 2024 APPROVED

ADJOURNMENT

Paul LaTour moved, seconded by Joseph Sanchez, the board voted unanimously to adjourn at 7:01 p.m.

All in favor

Motion Carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees