



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
JULY 26, 2023**

CALL TO ORDER: 6:05 p.m.

Present: Trustees Joe Filapek, Paul LaTour, Kevin O'Neill, Melinda Riddick, Suzanne Stegeman

Absent: Matthew Orr, Katrina Plonczynski

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

ADDITIONS/CHANGES TO THE AGENDA: None

ORDINANCE TO ACCEPT A RESIGNATION, DECLARE A VACANCY, AND APPOINT A TRUSTEE:

General counsel advised that adopting an ordinance is the proper way to fill a vacancy. After the board adopts this ordinance, the library will notify the Illinois State Library and the election commissions at all four counties.

Paul LaTour moved, seconded by Melinda Riddick to approve Ordinance 2023-4 as presented.

Roll call on motion:

Yes: Joe Filapek, Paul LaTour, Kevin O'Neill, Melinda Riddick, Suzanne Stegeman

No: None

Abstain: None

Absent: Matthew Orr, Katrina Plonczynski

Motion Carried

ORDINANCE 2023-4 TO ACCEPT A RESIGNATION, DECLARE A VACANCY, AND APPOINT A TRUSTEE APPROVED

Matthew Orr arrived at 6:08 p.m.

OATH OF OFFICE

President Joe Filapek introduced and Secretary Suzanne Stegeman administered the Oath of Office to newly appointed Trustee of the Aurora Public Library District, Kevin O'Neill.

MINUTES OF THE JUNE 21, 2023 BOARD MEETING:

Suzanne Stegeman moved, seconded by Matthew Orr the board voted unanimously to approve the minutes of the June 21, 2023, Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 6-21-2023 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern shared insights from the Collection Services Department about high-circulating titles in Spanish and English. Michaela also reported the library is now able to issue renewal and overdue reminder notices to customers in Spanish.

BUILDING AND GROUNDS COMMITTEE REPORT:

The Building and Grounds Committee met on July 12 to hear bookmobile updates and to discuss renovation timelines and financing.

The committee also discussed making a formal recommendation to the board to borrow funds for these projects, and that resolution is on the agenda for approval tonight. Further discussion was deferred to New Business.

PUBLIC COMMENTS: One community member addressed the board about the excellence and transparency of board meeting minutes and other record-keeping.

NEW BUSINESS:

Approval of June-July Bills

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

Paul LaTour moved, seconded by Matthew Orr to approve the monthly expenditures as listed on the Authorization Sheet for the period June 22, 2023 to July 26, 2023 in the amount of \$1,363,362.75.

Roll call on motion:

Yes: Filapek, Paul LaTour, Kevin O'Neill, Matthew Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: Katrina Plonczynski

Motion Carried

PAYMENT OF BILLS 6-22-23 TO 7-26-23 APPROVED

Staffing Updates

Human Resources Manager, Brenda Blough, presented a high-level staffing review, including information on the numbers and locations of full and part time staff members, the number of positions filled and vacated in FY23, and the hiring process more generally. It was noted while Eola has more circulation, Santori has more staff. This is a result of Santori being a larger building with more service points.

Adoption of Budget and Appropriations Ordinance in tentative form

Melinda Riddick outlined the Budget and Appropriations Ordinance in Tentative Form for the board. This is the last step in the budget process for the fiscal year that began July 1 and the first step in the legal process that secures our funding for next fiscal year. The Finance Committee recommends that the full board adopt this ordinance.

Paul LaTour moved, Matthew Orr seconded to approve the Budget and Appropriation Ordinance in tentative form.

Roll call on motion:

Yes: Joe Filapek, Paul LaTour, Kevin O'Neill, Matthew Orr, Melinda Riddick, Suzanne Stegeman

No: None

Abstain: None

Absent: Katrina Plonczynski

Motion Carried

ADOPTION OF BUDGET AND APPROPRIATIONS ORDINANCE IN TENTATIVE FORM APPROVED

Certified Estimate of Revenues

Melinda Riddick discussed the Certified Estimate of Revenues with the board. This is a companion piece to the Budget and Appropriations Ordinance and is filed with the county clerks. This item will be on the August agenda for approval.

Resolution to Borrow Funds for Branch Renovations

Suzanne Stegeman reported that the joint Building and Grounds and Finance Committee meeting, the most recent Buildings and Grounds Committee meeting, and the June meeting of the full board discussed the advisability of borrowing funds for branch renovations. The Buildings and Grounds Committee recommends that the full board approve the Resolution to Borrow Funds for Branch Renovations in order to make the board's commitment transparent to the public and to help the board hold itself accountable to this approach.

Matthew Orr moved, seconded by Kevin O'Neill to approve the Resolution to Borrow Funds for Branch Renovations as presented.

Roll call on motion:

Yes: Joe Filapek, Paul LaTour, Kevin O'Neill, Matthew Orr, Melinda Riddick, Suzanne Stegeman

No: None

Abstain: None

Absent: Katrina Plonczynski

Motion Carried

RESOLUTION TO BORROW FUNDS FOR BRANCH RENOVATIONS APPROVED

Meristem Advisor Letter of Engagement

Michaela Haberkern advised the board that this contract with Jamie Rachlin of Meristem Advisors outlines the services he will provide in the process of issuing bonds to fund branch renovations. It is not part of the suite of services that Jamie routinely provides for the library.

Suzanne Stegeman moved, seconded by Melinda Riddick to approve the Meristem Advisor Letter of Engagement as presented.

Roll call on motion:

Yes: Joe Filapek, Paul LaTour, Kevin O'Neill, Matthew Orr, Katrina Plonczynski, Melinda Riddick, Suzanne Stegeman

No: None

Abstain: None

Absent: Katrina Plonczynski

Motion Carried

MERISTEM ADVISOR LETTER OF ENGAGEMENT APPROVED

Service Order Regarding Additions and Renovations at the Eola Road Branch

Michaela reminded the board that the library currently has an umbrella agreement with Studio GC, a master contract that states they will provide architectural, engineering and design services for the library under a particular fee schedule. This service order, reviewed by the library's attorney, is under the master contract and outlines the initial costs and tentative schedule for the Eola Road Branch Renovation.

Matthew Orr moved, seconded by Paul LaTour to approve the Service Order Regarding Additions and Renovations at the Eola Road Branch, conditional upon verification of the dates on the first page of the document.

Roll call on motion:

Yes: Joe Filapek, Paul LaTour, Kevin O’Neill, Matthew Orr, Melinda Riddick, Suzanne Stegeman

No: None

Abstain: None

Absent: Katrina Plonczynski

Motion Carried

**SERVICE ORDER REGARDING ADDITIONS AND RENOVATIONS AT THE EOLA ROAD BRANCH APPROVED WITH
CONDITION MICHAELA HABERKERN WILL CHECK ON THE DATES REGARDING SERVICE**

Board Vacancy Process

Joe Filapek led a discussion on the process to fill a board vacancy. The board agreed on a public communications campaign and an application/interview process. Joe will appoint an ad-hoc committee to review documents and interview candidates. The committee would meet to go through documents and interview candidates. The board directed Michaela to begin the process.

Resolution Honoring Suzanne Stegeman

Paul LaTour moved, seconded by Matthew Orr to approve the resolution honoring Suzanne Stegeman

All in Favor

Motion Carried

RESOLUTION HONORING SUZANNE STEGEMAN APPROVED

ADJOURNMENT

Paul LaTour moved, seconded by Kevin O’Neill, the board voted unanimously to adjourn at 7:48 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary Elect, Board of Trustees