



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

**CALL TO ORDER: 6:02 p.m.**

Present: Trustees Ryan Cytryn, Joe Filapek, Melinda Riddick, Suzanne Stegeman

Absent: Paul LaTour, Sandeep Londhe, Matthew Orr

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, Administrative Assistant Kim Gautschi

**ADDITIONS/CHANGES TO THE AGENDA:** Early Literacy Librarian, Gretchen Schultz is not available this evening for the presentation on literacy development in young children. The presentation will be rescheduled. The agenda item entitled Strategic Ad-Hoc Committee should read Strategic Plan Ad-Hoc Committee.

**MINUTES OF THE JANUARY 25, 2023 BOARD MEETING:**

Suzanne Stegeman moved, seconded by Ryan Cytryn, the board approved the minutes of the January 25, 2023 board meeting.

All in Favor

Absent: LaTour, Londhe, Orr

Motion Carried

**BOARD MEETING 01-25-2023 MINUTES APPROVED**

**Matthew Orr arrived at 6:06 p.m.**

**EXECUTIVE DIRECTOR'S REPORT:**

Michaela Haberkern reported to the board that the library is hosting two job fairs to assist in filling new positions that will help staff Sunday hours this summer, as well as other positions that are currently open. The fairs will be held March 4 at Santori and March 10 at Eola Road Branch, both from 10:00 a.m. to 3:00 p.m.

Studio GC is managing a bid process for us to replace the rooftop heating and cooling units at Eola Road Branch. The notice was posted on February 19<sup>th</sup> with a pre-bid mandatory walkthrough on March 2. Bids are due on March 13 and the bid will be awarded at the March 22 board meeting.

**POLICY AND PERSONNEL COMMITTEE REPORT:**

Committee member Matthew Orr reported that the Policy and Personnel Committee met on February 15, 2023 to complete the process of reviewing the Employee Handbook which will be discussed under New Business. The committee also discussed the revisions to the Collection Development Policy suggested at the last board meeting and those will also be discussed in New Business.

**STRATEGIC PLAN AD-HOC COMMITTEE REPORT:**

Committee chair Joe Filapek reported that the Strategic Plan Ad-Hoc Committee met on February 8, 2023 to review proposals the library received from planning consultants in response to a recent RFP. The committee received four proposals that met the minimum requirements and reviewed each in detail. The top two choices will be interviewed on March 8 with the consultants giving a presentation followed by a Q&A session. We hope to make a decision that evening and bring a recommendation to the full board at the March meeting.

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

Foundation Update

Laura Stoney presented the Foundation’s plan of action now that the New Bookmobile campaign is coming to a close.

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 January 2023 and February 2023 bills/expenses and provided answers to the library board’s questions. Mark also confirmed in February 2023 the library received our previous year and current year to date Personal Property Replacement Tax (PPRT) payment from the City of Aurora.

Melinda Riddick moved, seconded by Matthew Orr to approve the monthly expenditures as listed on the Authorization Sheet for the period January 26, 2023 to February 22, 2023 in the amount of \$1,058,392.98.

Roll call on motion:

Yes: Cytryn, Filapek, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: LaTour, Londhe

Motion Carried

**PAYMENT OF BILLS 01-26-23 TO 02-22-23 APPROVED**

Collection Development Policy revision

Committee Member Matthew Orr reviewed the revisions to the Collection Development Policy suggested at the last board meeting and reviewed again in committee.

Suzanne Stegeman moved, Matthew Orr seconded to approve to the revision to the Collection Development Policy.

Roll call on motion:

Yes: Cytryn, Filapek, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: LaTour, Londhe

Motion Carried

**COLLECTION DEVELOPMENT POLICY REVISION APPROVED**

Employee Handbook revision

Committee member Matthew Orr reviewed the proposed revisions to the employee handbook with the board. The board discussed several of the sections in some depth, and suggested several edits for clarity and accuracy. The handbook will come before the board for approval in March.

**ADJOURNMENT**

Matthew Orr moved, seconded by Ryan Cytryn, the board voted unanimously to adjourn at 6:58 p.m.

All in favor

Abstain: None

Absent: LaTour, Londhe

Motion carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Trustees