



**AURORA PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
BOARD OF LIBRARY TRUSTEES  
August 23, 2023**

**CALL TO ORDER: 6:01 p.m.**

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

Absent: Katrina Plonczynski, Melinda Riddick

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

**Katrina Plonczynski arrived at 6:02 p.m.**

**ADDITIONS/CHANGES TO THE AGENDA:** None

**MINUTES OF THE JULY 26, 2023 BOARD MEETING:**

Kevin O'Neill moved, seconded by Matthew Orr, the board voted unanimously to approve the minutes of the July 26, 2023 board meeting.

All in Favor

Motion Carried

**BOARD MEETING 7-26-2023 MINUTES APPROVED**

**MINUTES OF THE AUGUST 19, 2023 SPECIAL BOARD MEETING:**

Katrina Plonczynski moved, seconded by Paul LaTour, the board voted unanimously to approve the minutes of the August 19, 2023 special board meeting.

All in Favor

Motion Carried

**SPECIAL BOARD MEETING 8-19-2023 MINUTES APPROVED**

**EXECUTIVE DIRECTOR'S REPORT:**

Michaela Haberkern reported the library has a new website and positive staff and customer feedback has been received. A staff member recently celebrated 50 years with the library. Michaela introduced the board to Jordan Lesniak, the library's new Foundation Manager.

**FINANCE COMMITTEE REPORT:** Joe Filapek reported the Finance Committee met on August 15 to discuss the Operating Budget and levy strategy. The committee also discussed the Resolution to Determine Estimate of Funds Needed, and discussion was deferred to New Business.

**POLICY AND PERSONNEL COMMITTEE REPORT:** Paul LaTour reported the Policy and Personnel Committee met on August 17 to review the Policy Review Schedule, the Internet and Computer Use Policy and the Community History Collection Policy. Further discussion of the suggested revisions was deferred to new business.

**PUBLIC COMMENTS:** One community member spoke about the levy increase and the search for a trustee to fill the current vacancy.

**NEW BUSINESS:**

Approval of July-August Bills

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

Kevin O'Neill moved, seconded by Matthew Orr to approve the monthly expenditures as listed on the Authorization Sheet for the period July 27, 2023 to August 23, 2023 in the amount of \$934,217.46.

Roll call on motion:

Yes: Filapek, LaTour, O'Neill, Orr, Plonczynski

No: None

Abstain: None

Absent: Riddick

Motion Carried

**PAYMENT OF BILLS 7-27-23 TO 8-23-23 APPROVED**

Adoption of Budget and Appropriations Ordinance in Final Form

Michaela Haberkern outlined the Budget and Appropriations Ordinance in Final Form. The Finance Committee recommends that the full board adopt this ordinance.

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

Roll call on motion:

Yes: Filapek, LaTour, O'Neill, Orr, Plonczynski

No: None

Abstain: None

Absent: Riddick

Motion Carried

**ADOPTION OF BUDGET AND APPROPRIATIONS ORDINANCE IN FINAL FORM APPROVED**

Certified Estimate of Revenues

Michaela Haberkern discussed the Certified Estimate of Revenues, a companion piece to the Budget and Appropriations Ordinance, with the board.

Kevin O'Neill moved, seconded by Matthew Orr to approve the Certified Estimate of Revenues.

Roll call on motion:

Yes: Filapek, LaTour, O'Neill, Orr, Plonczynski

No: None

Abstain: None

Absent: Riddick

Motion Carried

**CERTIFIED ESTIMATE OF REVENUES APPROVED**

Resolution to Determine Estimate of Funds Needed

Michaela Haberkern discussed the Resolution to Determine Estimate of Funds Needed with the board.

Trustee Appointment Ad-Hoc Committee

Joe Filapek appointed himself, Matthew Orr, and Katrina Plonczynski to the Trustee Vacancy Ad-Hoc Committee. The committee will review applications for trustee to fill the vacancy left by Suzanne Stegeman’s resignation, interview applicants and make a recommendation to the full board. It was noted the deadline for trustee applications is September 5.

Committee and Chair Appointment

As the board’s bylaws give the duty of appointing members and chairs of committees to the board president, Joe Filapek appointed Kevin O’Neill to the Buildings and Grounds Committee, and appointed Matthew Orr as the Chair of the Committee.

Board Secretary Office Election

Joe Filapek advised that Suzanne Stegeman’s vacancy also creates a vacancy in the Secretary position.

Kevin O’Neill moved, seconded by Katrina Plonczynski to nominate, and elect Paul LaTour for the position of Board Secretary.

Roll call on motion:

Yes: Filapek, LaTour, O’Neill, Orr, Plonczynski

No: None

Abstain: None

Absent: Riddick

Motion Carried

**ELECTION OF PAUL LATOUR AS SECRETARY OF THE AURORA PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
APPROVED**

Selection of Vendor for Electric Cargo Vans

The library issued a Request for Quotes to replace the courier van and Outreach Department’s Mini B. Staff recommend that the Board of Trustees select Gjovik Ford as the dealer to purchase two new vans for library use.

Katrina Plonczynski moved, seconded by Matthew Orr to approve the selection of Gjovik Ford as the vendor for the purchase of two electric cargo vans.

Roll call on motion:

Yes: Filapek, LaTour, O’Neill, Orr, Plonczynski

No: None

Abstain: None

Absent: Riddick

Motion Carried

**GJOVIK FORD AS VENDOR FOR THE PURCHASE OF TWO ELECTRIC CARGO VANS APPROVED.**

Internet and Computer Use Policy

Paul LaTour discussed minor revisions to the Internet and Computer Use Policy with the board. The Policy and Personnel Committee recommend that the full board approve the revisions to the policy.

Kevin O’Neill moved, seconded by Matthew Orr to approve the Internet and Computer Use Policy as presented.

Roll call on motion:

Yes: Filapek, LaTour, O'Neill, Orr, Plonczynski

No: None

Abstain: None

Absent: Riddick

Motion Carried

**REVISIONS IN THE INTERNET AND COMPUTER USE POLICY APPROVED**

Community History Collection Development Policy

Paul LaTour discussed revisions to the Community History Collection Development Policy with the board. Revisions include a name change; the policy was previously the Local History Collection Development Policy. The Policy and Personnel Committee recommend that the full board approve the revisions to the policy.

Matthew Orr moved, seconded by Kevin O'Neill to approve the revisions in the Community History Collection Development Policy as presented.

Roll call on motion:

Yes: Filapek, LaTour, O'Neill, Orr, Plonczynski

No: None

Abstain: None

Absent: Riddick

Motion Carried

**REVISIONS IN THE COMMUNITY HISTORY COLLECTION DEVELOPMENT POLICY APPROVED**

**ADJOURNMENT**

Paul LaTour moved, seconded by Matthew Orr, the board voted unanimously to adjourn at 7:05 p.m.

All in favor

Motion Carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

---

Secretary, Board of Trustees