



**AURORA PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
BOARD OF LIBRARY TRUSTEES  
September 27, 2023**

**CALL TO ORDER: 6:00 p.m.**

Present: Trustees Joe Filapek, Paul LaTour, Kevin O'Neill, Matthew Orr, Katrina Plonczynski, Melinda Riddick

Absent: None

One Vacancy

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

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

**MINUTES OF THE AUGUST 23, 2023 PUBLIC HEARING ON THE BUDGET AND APPROPRIATIONS ORDINANCE:**

Matthew Orr moved, seconded by Kevin O'Neill, the board approved the minutes of the August 23, 2023 public hearing on the Budget and Appropriations Ordinance.

All in Favor

Absent: None

Motion Carried

**PUBLIC HEARING 8-23-2023 MINUTES APPROVED**

**MINUTES OF THE AUGUST 23, 2023 BOARD MEETING:**

Matthew Orr moved, seconded by Katrina Plonczynski, the board approved the minutes of the August 23, 2023 board meeting.

All in Favor

Absent: None

Motion Carried

**BOARD MEETING 8-23-2023 MINUTES APPROVED**

**EXECUTIVE DIRECTOR'S REPORT:**

Michaela Haberkern addressed the recent bomb threats made to the Aurora Public Library District and other Illinois libraries. Recent threats have come to libraries via chat feature, email or through online forms. The library has temporarily closed these channels of communication to public but will gradually introduce these platforms back for customer use. The library's Employee Assistance Program providers have been on location for staff and will be meeting with managers soon. We are planning several morale boosting activities in next few months.

September is Library Card Sign-Up Month.

The new Bookmobile will be delivered Monday morning at 9:00 a.m. Promotions will be released this week outlining our celebration events.

**FINANCE COMMITTEE REPORT:** Melinda Riddick reported the Finance Committee met on September 26, 2023 to discuss Jamie Rachlin of Meristem Advisors' recommendation for bond counsel, to review our Investment Policy and

the Reserves and Accumulation of Funds Policy, the Resolution to Determine Estimate of Funds Needed, and the draft levy ordinance.

The committee determined to refer the Investment Policy and the Reserves and Accumulation of Funds Policy to the Policy and Personnel Committee for their review. The Bond Counsel, Resolution to Determined Estimate of Funds Needed and draft levy were deferred to discussion under New Business.

**TRUSTEE VACANCY AD HOC COMMITTEE REPORT:** Joe Filapek reported that the Trustee Vacancy Ad-Hoc Committee met on September 13, 2023. The committee reviewed 40 applicants for the open trustee position and narrowed the list down to five applicants plus one additional in reserve that they would like to interview. Further discussion will be deferred to New Business.

**PUBLIC COMMENTS:** One community member spoke in support of one of the candidates for board trustee. Another community introduced himself as a candidate for trustee for the board.

**NEW BUSINESS:**

Approval of August-September 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 August 24, 2023 to September 27, 2023 in the amount of \$1,038,916.78.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**PAYMENT OF BILLS 8-24-23 TO 9-22-23 APPROVED**

IT Update

IT Manager Jonathan Hauser gave the board a brief overview of the library's technology infrastructure. Jonathan reported that the library has received over \$400,000 in the past three years through the Federal E-Rate program which funds libraries and schools to subsidize bringing internet connectivity to the public.

Trustee Interview Process

Joe Filapek advised the Trustee Vacancy Ad Hoc Committee selected five candidates to bring in for interviews for the vacant trustee position. The board discussed different ways to approach the final interview process keeping in mind the time frame of the 90-day appointment process is up at the end of October. It was noted we could make the appointment at the November board meeting as the board has shown good faith in conducting a search. It was also noted that interviews, discussion and deliberation may be done in executive session if the board chooses to do so. It was determined the committee would conduct the interviews with all board members invited to participate, ask each candidate the same questions and then have a consensus meeting for entire board to discuss.

Selection of Bond Counsel

Melinda Riddick reported that Jamie Rachlin of Meristem Advisors joined the Finance Committee meeting to discuss the results of the Bond Counsel RFP. The Finance Committee recommends that the full board accept Jamie’s recommendation of Ice Miller LLP as the library’s bond counsel and disclosure counsel.

Matthew Orr moved, Kevin O’Neill seconded to approve the selection of Ice Miller LLP as the library’s bond counsel and disclosure counsel in response to the RFP for Bond Counsel Services issued August 18, 2023.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**ICE MILLER LLP AS BOND COUNSEL AND DISCLOSURE COUNSEL APPROVED**

Resolution to Determine Estimate of Funds Needed

Melinda Riddick reviewed the Resolution to Determine Estimate of Funds Needed with the board, pointing the funds needed are slightly higher than what we saw last month, but still reflects a 6.5% increase over this year’s extension. The Finance Committee recommends that the full board adopt and approve the Resolution to Determine Estimate of Funds Needed.

Katrina Plonczynski moved, Paul LaTour seconded to approve Resolution 2023-02 to Determine Estimate of Funds Needed.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED APPROVED**

Draft Levy Ordinance

Melinda Riddick gave an overview of the draft levy which secures library funding for next fiscal year. It was noted that the levy is the same amount as seen in the Estimate of Funds Needed. This is a 6.5% increase over the previous extension. The Levy Ordinance will be before the full board for approval in October.

**EXECUTIVE SESSION**

Matthew Orr moved, seconded by Paul LaTour, to adjourn to Executive Session at 7:28 p.m. to discuss the semi-annual review of executive session minutes (5 ILCS 120/2(c)(21)).

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

**EXECUTIVE SESSION APPROVED**

## **ADJOURN EXECUTIVE SESSION**

On a motion by Matthew Orr, seconded by Melinda Riddick, the board voted unanimously by roll call to adjourn the executive session at 7:36 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

**EXECUTIVE SESSION ADJOURNED**

## **RETURN TO OPEN SESSION**

Katrina Plonczynski moved, seconded by Matthew Orr to return to Open Session at 7:37 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried.

**MOTION TO RETURN TO OPEN SESSION APPROVED**

## **APPROVAL TO RELEASE PORTIONS OF THE MINUTES OF EXECUTIVE SESSION MINUTES LAWFULLY CLOSED UNER THE OPEN MEETINGS ACT (5 ILCS 120/2(c)(21))**

On a motion by Kevin O'Neill, seconded by Matthew Orr, the board voted to keep confidential the executive session minutes for March 23, 2023. The board finds that for reasons of personal privacy or protection of public interest the need for confidentiality still exists as to these executive session meeting minutes and as such will be kept confidential at this time.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

**MOTION TO MAINTAIN CONFIDENTIALITY APPROVED**

## **ADJOURNMENT**

Paul LaTour moved, seconded by Matthew Orr, the board voted unanimously to adjourn at 7:37 p.m.

All in favor

Motion Carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Trustees