



**AURORA PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
NOVEMBER 8, 2023**

CALL TO ORDER: at 6:32 p.m.

Present: Trustees Paul LaTour, Matthew Orr, and Katrina Plonczynski

Absent: None

Also present: Trustee Joe Filapek, Executive Director Michaela Haberkern, and Human Resources Director Brenda Blough

APPROVAL OF MINUTES OF AUGUST 17, 2023 COMMITTEE MEETING:

Katrina Plonczynski moved and Matthew Orr seconded to approve the minutes of the August 17, 2023 committee meeting.

All in favor, minutes approved.

COMMITTEE MEETING 08-17-2023 MINUTES APPROVED

PUBLIC COMMENTS: None.

INVESTMENT POLICY

Michaela reviewed the Investment Policy with the committee. This policy was extensively revised last year, and no changes are recommended at this time. This policy was reviewed by the Finance Committee at their September meeting.

Paul LaTour moved and Katrina Plonczynski seconded to recommend that the full board approve the Investment Policy.

Roll call on motion:

Yes: LaTour, Orr, Plonczynski

No: None

Abstain: None

Absent: None

Motion carries

POLICY APPROVAL RECOMMENDED

RESERVES AND ACCUMULATION OF FUNDS POLICY

Michaela discussed the Reserves and Accumulation of Funds Policy with the committee. This policy does reflect changes discussed at Finance Committee in September. Changes include the elimination of the Debt Service Fund mentioned in the policy, as the library pays debt from the operating fund, and a change to the percentage of the Operating Fund to be held in the Operating Reserve.

Matthew Orr moved and Katrina Plonczynski seconded to recommend that the full board approve the Reserves and Accumulation of Funds Policy as revised.

Roll call on motion:

Yes: LaTour, Orr, Plonczynski

No: None

Abstain: None

Absent: None

Motion carries

POLICY APPROVAL RECOMMENDED

EXECUTIVE DIRECTOR REVIEW PROCESS

Michaela reviewed the section of the board’s bylaws assign the review of the Executive Director to the Policy and Personnel Committee. that Human Resources Director Brenda Blough discussed the previous review process for the Executive Director, and shared with the committee information collected from neighbor and benchmark libraries about their process. The committee agreed that they would like to see the review process include input from trustees, from the Executive Director’s direct reports, and a process for the rest of the staff to give their feedback. The trustees further agreed that the general direction and success of the library can be a measure of performance.

After discussion, the committee directed Brenda to bring a draft document to the next committee meeting for review, with the intent of beginning a review process in the new year.

ADJOURNMENT

Matthew Orr moved and Paul LaTour seconded to adjourn at 7:39 p.m.
All in favor, meeting adjourned.

CERTIFIED TO BE A TRUE COPY

mh

Chair, Policy and
Personnel Committee