

**Aurora Public Library District
Regular Board Meeting
Board of Library Trustees
September 25, 2024**

CALL TO ORDER: 6:03 p.m.

Roll Call

Present: Trustees Joe Filapek, Paul LaTour, Kevin O’Neill, Matthew Orr, Melinda Riddick, Joseph Sánchez

Absent: Katrina Plonczynski

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

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE AUGUST 28, 2024, PUBLIC HEARING:

Kevin O’Neill moved, seconded by Joseph Sánchez, the board approved the minutes of the August 28, 2024 public hearing.

All in Favor

Absent: None

Motion carried

PUBLIC HEARING 8-28-2024 MINUTES APPROVED

MINUTES OF THE AUGUST 28, 2024, BOARD MEETING:

Matthew Orr moved, seconded by Kevin O’Neill, the board approved the minutes of the August 28, 2024 board meeting.

All in Favor

Absent: None

Motion carried

BOARD MEETING 8-28-2024 MINUTES APPROVED

DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY:

CALL TO ORDER: 6:05 p.m.

Roll Call:

Present: Trustees Joe Filapek, Paul LaTour, Kevin O’Neill, Matthew Orr, Melinda Riddick, and Joseph Sánchez; Executive Director Michaela Haberkern

Absent: Kathrina Plonczynski, Christina Campos, Philip Giannattasio

COMMITTEE CHARGE REVIEW: The committee was charged with studying local efficiencies and reporting recommendations regarding efficiency and accountability. By law and for the purposes of this library district, the committee consists of the board of trustees, the library’s director, and the two resident members appointed. The committee must meet at three times, comply with the Open Meetings Act, and survey the residents who attend to ask for their input on matters discussed at the meeting. This was the third and final meeting of the committee. The committee will hear from staff and members as well as from the public and will approve the report. The committee will then adjourn and dissolve the committee, until it is reconvened by the library district in ten years’ time.

Presentation of Final Report

The report summarized the library and the community it serves; the membership of the Decennial Committee; how the library works with other local governments, community agencies, and organizations; and includes the library budget and the City’s EAV. Michaela presented an overview of an efficiency study conducted in 2018 and addressed the workflow inefficiencies that were identified. She noted there are further decreases in time to shelf for FY24 and Q1 of FY25. The report identified efficiencies Collection Services has implemented recently and the plans moving forward.

PUBLIC COMMENTS: One member of the public thanked the staff for their work on the Decennial Committee report.

COMMITTEE MEMBER COMMENTS: One committee member asked a question about invoice notations and another complimented the staff on their work.

Approval of Final Report

Joseph Sánchez moved, seconded by Melinda Riddick, to approve the final report of the Decennial Committee on Local Government Efficiency.

Roll call on motion:

Yes: Trustees: Filapek, LaTour, O’Neill, Orr, Riddick, Sánchez; Executive Director Haberkern

No: None

Abstain: None

Absent: Trustee Katrina Plonczynski, Community Members Christina Campos, Philip Giannattasio

Motion Carried

Decennial Committee on Local Government Efficiency Report Approved

ADJOURNMENT OF COMMITTEE:

Adjournment of Committee

Matthew Orr moved, seconded by Joseph Sánchez, the committee unanimously voted to adjourn at 6:25 p.m.

All in favor

Motion carried

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern reported that the library received a AA+ rating from Standard & Poor's as a result of the library's excellent financial position. She updated the board on the mandatory walk through for prospective bidders for the Eola Road Branch renovation and on notice the library received that the Department of Commerce and Economic Opportunity grant for the Outreach van has reached final approval stage. Michaela further updated the board on upcoming events and a new service providing on-demand phone and video interpretation services.

FINANCE COMMITTEE REPORT:

The Finance Committee met on September 10, 2024 to discuss the FY25 Resolution to Determine Funds need, FY25 Tax Levy Ordinance and the progress of the bond issue. These items appeared on the agenda and discussion was deferred to New Business.

PUBLIC COMMENTS: None

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, revenue, and investments. Mark confirmed the September 2024 expenses and provided answers to the library board's questions.

Matthew Orr moved, seconded by Kevin O'Neill, to approve the monthly expenditures as listed on the Authorization Sheet for the period August 24, 2024 to September 20, 2024, in the amount of \$ 929,357.47.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion Carried

PAYMENT OF BILLS 8-24-24 TO 9-20-24 APPROVED

Compensation Study Review

HR Director Brenda Blough presented a compensation study completed for non-bargaining unit staff to ensure compensation practices are equitable, consistent and market driven. The compensation study aided in developing a pay plan which reflects the study's findings and aligns positions into pay grades. The library's pay plan is competitive and aligns with other libraries.

Approval of 2024 Pay Ranges and Grade Assignments

Kevin O'Neill moved, seconded by Matthew Orr, to approve the 2024 Pay Ranges and Grade Assignments as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion Carried

2024 PAY RANGES AND GRADE ASSIGNMENTS APPROVED

Ordinance 2024-5 Providing for the Issuance of General Obligation Bonds

Jamie Rachlin of Meristem Advisors joined the board meeting virtually and led a discussion regarding the sale of bonds to support branch renovation projects.

Matthew Orr moved, seconded by Joseph Sánchez, to approve Ordinance 2024-5 providing for the issuance of \$13,000,000 General Obligation Bonds.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion Carried

**ORDINANCE 2024-5 PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION
BONDS APPROVED**

Resolution to Determine Estimate of Funds Needed

Melinda Riddick discussed the Certified Estimate of Revenues. The Finance Committee determined that to keep library operations at current levels and to manage the cost of renovations, the library should ensure that it gets the revenue to which it is entitled. The committee recommends that the full board approve and adopt the resolution.

Kevin O'Neill moved, seconded by Matthew Orr, to approve the Resolution to Determine Estimate of Funds needed.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynsk

Motion Carried

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED APPROVED

Draft Tax Levy

Melinda discussed the Tax Levy Ordinance, which reflects the 5.5% increase discussed in the Estimate of Funds Needed, with the board. She reviewed the Property Tax Extension Limitation Law, which limits any possible annual increases to 5% or the rate of inflation, whatever is less, plus whatever new growth happens in the library's service area. The board discussed the reasoning behind the 5.5% increase as well as the Truth in Taxation Act hearing required for an increase over 5%. Melinda reminded the board that the Tax Levy Ordinance will be on the board's agenda for approval in October.

Executive Session

Joseph Sánchez moved, seconded by Matthew Orr, to adjourn to executive session at 7:23 p.m. to discuss semi-annual review of executive session minutes (5 ILCS 120/2(c)(21))

Roll call on motion:

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

No: None

Abstain: None
Absent: Plonczynski
Motion carried

EXECUTIVE SESSION APPROVED

Adjournment of Executive Session

Kevin O'Neill moved, seconded by Matthew Orr, the board voted unanimously by roll call to adjourn the executive session at 7:26 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion carried

EXECUTIVE SESSION ADJOURNED

Return to Open Session

Matthew Orr moved, seconded by Joseph Sánchez to return to Open Session at 7:27 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion carried.

MOTION TO RETURN TO OPEN SESSION APPROVED

Approval of Release of Executive Session Minutes

The board finds that for reasons of personal privacy or protection of the public interest the need for confidentiality still exists for the minutes of the March 27, 2024 executive session; the April 24, 2024 executive session; the May 22, 2024 executive session; and the June 24, 2024 executive session. As such these meeting minutes will be kept confidential at this time.

Adjournment

Matthew Orr moved, seconded by Paul LaTour, the board unanimously voted to adjourn at 7:29 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**
