

**Aurora Public Library District
Regular Board Meeting
Board of Library Trustees
October 23, 2024**

CALL TO ORDER: 6:08 p.m.

Roll Call

Present: Trustees Joe Filapek, Paul LaTour, Kevin O’Neill, Joseph Sánchez

Absent: Matthew Orr, Katrina Plonczynski, Melinda Riddick

Matthew Orr arrived at 6:09 p.m.

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

ADDITIONS/CHANGES TO THE AGENDA: Michaela requested that the Approval of Contractor for the Eola Road Branch Renovation and Addition be moved to follow the approval of minutes.

MINUTES OF THE SEPTEMBER 25, 2024, BOARD MEETING:

Kevin O’Neill moved, seconded by Joseph Sánchez, the board approved the minutes of the September 25, 2024 regular board meeting.

All in Favor

Absent: Plonczynski, Riddick

Motion carried

BOARD MEETING 9-25-2024 MINUTES APPROVED

MINUTES OF THE SEPTEMBER 25, 2024 EXECUTIVE SESSION MEETING:

Kevin O’Neill moved, seconded by Joseph Sánchez, the board approved the minutes of the September 25, 2024 executive session meeting.

All in Favor

Absent: Plonczynski, Riddick

Motion carried

EXECUTIVE SESSION MEETING 9-25-2024 MINUTES APPROVED

Studio GC

Craig Meadows of Studio GC presented to the board an overview of the mandatory bid process and tabulation for General Contractor for the Eola Road

Renovation and Addition. Studio GC recommends the approval of Lo Desto Construction after an in-depth review of the bids. Craig also explained the alternates that were included in the bid.

Melinda Riddick arrived at 6:30 p.m.

Approval of Contractor for Eola Road Branch Renovation and Addition

Matthew Orr indicated the Building and Grounds Committee reviewed the architect's recommendation and had a robust discussion on the alternates. The Buildings and Grounds Committee recommends that the full board approve Lo Desto Construction as the general contractor for the project, and that the board accept alternates 1, 2, 3, 4, 5, 8, 9 and 10.

Matthew Orr moved, seconded by Joseph Sánchez, to approve Lo Desto Construction as the general contractor for Eola Road Branch Renovation and Addition and to accept alternates 1, 2, 3, 4, 5, 8, 9 and 10.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion Carried

LO DESTRO CONSTRUCTION APPROVED AS GENERAL CONTRACTOR FOR EOLA ROAD BRANCH RENOVATION AND ADDITION AND ALTERNATES 1, 2, 3, 4, 5, 8, 9 AND 10 ACCEPTED AS PRESENTED

EXECUTIVE DIRECTORS REPORT:

Michaela reported to the board on work at Eola Road Branch in preparation for construction, including the closure of meeting room reservations for the public effective October 1 and study rooms beginning November 1. Michaela also discussed a partnership with Waubensee Community College and the Messenger Public Library of North Aurora to offer technology classes, and progress on the employee engagement survey.

POLICY AND PERSONNEL COMMITTEE REPORT:

Paul LaTour reported that the Policy and Personnel Committee met on October 16, 2024 to discuss revisions to the Customer Behavior and Security Policy and the Internet and Computer Use Policy as part of the regular review cycle. The Internet and Computer Use Policy will be on the agenda in November. The Customer

Behavior and Security Policy will come before the board after further review. The committee also reviewed the Program Policy and updates to the Sick Leave Policy and the Bereavement Leave Policy in the Employee Handbook. Further discussion was deferred to New Business.

BUILDINGS AND GROUNDS COMMITTEE REPORT:

Matthew Orr reported that the Building and Grounds Committee met on October 17, 2024 to review responses to the bid for the Eola Road Branch renovations with Studio GC, and to review bids for the purchase of the old bookmobile. No responses were received, and Michaela will reach out one more time to see if other libraries are interested before bringing an action item to the full board in November.

PUBLIC COMMENTS: None

NEW BUSINESS:

Approval of September/October 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 October 2024 expenses and provided answers to the library board's questions.

Matthew Orr moved, seconded by Joseph Sánchez, to approve the monthly expenditures as listed on the Authorization Sheet for the period September 20, 2024 to October 18, 2024, in the amount of \$ 983,957.56.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion Carried

PAYMENT OF BILLS 9-20-24 TO 10-18-24 APPROVED

Collection Services by the Numbers

Collection Services Manager Miranda Calhoon delivered to the board a comprehensive outline on the way her department uses data to manage the library's collection.

Program Policy

Paul LaTour introduced the Program Policy as new to the library. The policy mirrors the Collection Development Policy, addressing selection criteria as well as the kinds of programs the library does not offer. The policy addresses sponsorship and endorsement to help the public understand the library may allow public use of a room for a meeting without endorsing or sponsoring or approving of the content, and to help clarify that hiring a presenter does not necessarily mean the library is in alignment with everything the person will ever say or do. The Policy and Personnel Committee recommends that the board approve this policy.

Matthew Orr moved, seconded by Kevin O'Neill, to approve the Program Policy as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion Carried

PROGRAM POLICY APPROVED AS PRESENTED

Employee Handbook Updates: Sick and Bereavement Leave

The proposed changes to the Sick Leave and Bereavement Leave policies bring the library into compliance with changes to Illinois law, mostly to do with what kinds of events are covered by those policies. The committee recommends that the board approve these updates.

Matthew Orr moved, seconded by Joseph Sánchez, to approve the Employee Handbook Updates: Sick and Bereavement Leave as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion Carried

FY25 Tax Levy Ordinance

Michaela Haberkern discussed a change to the tax levy ordinance since the Finance Committee last met and the board discussed it at last month's meeting. Jamie

Rachlin of Meristem Advisors and the library's general counsel Roger Ritzman understand that the library should not include revenue recapture in calculating last year's extension, and advise a reduction to the levy of \$35,722. The presented levy ordinance reflects a 5.5% increase over the previous year's extension, as discussed at the September board meeting.

Joseph Sánchez moved, seconded by Melinda Riddick to approve Tax Levy Ordinance No. 2025-04.

Roll call on motion:

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

No: None

Abstain: None

Absent: Plonczynski

Motion Carried

TAX LEVY ORDINANCE NO 2024-04 APPROVED

Adjournment

Paul LaTour moved, seconded by Matthew Orr, the board unanimously voted to adjourn at 7:30 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**
