



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
JANUARY 24, 2024**

CALL TO ORDER: 6:00 P.M.

Present: Trustees Joe Filapek, Kevin O’Neill, Katrina Plonczynski, Joseph Sánchez

Absent: Paul LaTour, Matthew Orr, Melinda Riddick

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

ADDITIONS/CHANGES TO THE AGENDA: A Communications Report will be added after the Executive Director’s Report.

Matthew Orr arrived at 6:02 p.m.

MINUTES OF THE DECEMBER 20, 2023 BOARD MEETING:

Joseph Sánchez moved, seconded by Katrina Plonczynski the board voted unanimously to approve the minutes of the December 20, 2023, Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 12-20-2023 MINUTES APPROVED

MINUTES OF THE DECEMBER 20, 2023 EXECUTIVE SESSION:

Matthew Orr moved, seconded by Joseph Sánchez the board voted unanimously to approve the minutes of the December 20, 2023, Executive Session.

All in Favor

Motion Carried

EXECUTIVE SESSION 12-20-2023 MINUTES APPROVED

EXECUTIVE DIRECTOR’S REPORT:

Michaela Haberkern briefed the board on the process of deciding when and how management decides to close the library, or adjust open hours, in the event of severe weather.

COMMUNICATIONS REPORT: Communications Director Miriam Meza-Gotto announced a library rebrand with a tentative launch date in April to coincide with National Library Week. Library Market was hired to provide professional marketing and branding services. A staff committee was created across branch and organizational levels and has recently wrapped up the discovery phase. The next step is design and development of materials.

FOUNDATION MANAGER REPORT:

Jordan Lesniak, Foundation Manager, addressed the board and provided updates in the Foundation activities. The 2023 Winter Gala fundraiser raised over \$40,000. The Foundation board has revamped its structure and is looking ahead at upcoming events this next year. The Foundation gives back to the library in the form of grants including Light of Learning Scholarships, the Literacy Packet program, and other grant requests from the library staff. Jordan also highlighted Foundation fundraising plans for 2024.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on January 17, 2024, to discuss minor revisions to three board policies and to finalize discussion on the review process for the Executive Director. The discussion of policies was deferred to New Business.

PUBLIC COMMENTS:

One community member spoke to the board on his interest in genealogy and his desire to see the library digitize the Beacon News.

NEW BUSINESS:

Approval of December and January Bills

Finance Manager, Mark Salem, updated the board on an overview of the library’s current financial position and expenditures.

Matthew Orr moved, seconded by Joseph Sánchez to approve the monthly expenditures as listed on the Authorization Sheet for the period December 21, 2023 to January 24, 2024 in the amount of \$1,437,551.87.

Roll call on motion:

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

No: None

Abstain: None

Absent: LaTour, Riddick

Motion Carried

PAYMENT OF BILLS 12-21-23 TO 1-24-24 APPROVED

EDI Update

Miriam Meza-Gotto gave an overview of the library’s recent and ongoing EDI efforts and representatives from the subcommittees were on hand to talk about their work.

Committee Appointments

Joe Filapek appointed Joseph Sánchez to the Finance Committee. Joe thanked Paul LaTour for his work on the Finance Committee, which ends with Joseph’s appointment.

Per Capita Grant Application

Michaela Haberkern gave an overview on the Per Capita Grant given every year by the Illinois State Library to every library in the State. \$1,475 is allocated for every person in a library’s service area, based on the most current Census data. Libraries must meet or make progress toward state standards to be eligible. This is the library’s largest regular source of state grant funding, and our award last year was \$266,299.45.

Disposal of Library Property Policy

Joseph Sánchez moved, seconded by Kevin O’Neill to approve the Disposal of Library Property Policy as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: La Tour, Riddick

Motion Carried

DISPOSAL OF LIBRARY PROPERTY POLICY APPROVED AS PRESENTED

Purchasing Policy

Matthew Orr moved, seconded by Joseph Sánchez to approve the Purchasing Policy as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: LaTour, Riddick

Motion Carried

PURCHASE POLICY APPROVED AS PRESENTED

Trustee Equipment Policy

Joseph Sanchez moved, seconded by Kevin O’Neill to approve the Trustee Equipment Policy as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: LaTour, Riddick

Motion Carried

TRUSTEE EQUIPMENT POLICY APPROVED AS PRESENTED

Selection of Vendor for Smart Locker

The library was invited to apply for a grant from Will County to make it easier for people in Will County to access library services. The library was awarded a \$25,000 grant which is being used to install a smart locker in the Lakewood Valley subdivision.

Kevin O’Neill moved, seconded by Matthew Orr to select Bibliotheca as the library’s vendor for purchase and installation of a smart locker system, not to exceed \$22,000.

Roll call on motion:

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

No: None
Abstain: None
Absent: LaTour, Riddick
Motion Carried

BIBLIOTHECA SELECTED AS VENDOR FOR SMART LOCKER APPROVED

Executive Session

Matthew Orr moved, seconded by Katrina Plonczynski to adjourn to Executive Session at 7:09 p.m. to discuss the collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. (5 ILCS 120/2(c)(2)).

Roll call on motion:

Yes: Trustees Filapek, O'Neill, Orr, Plonczynski, Sánchez

No: None

Abstain: None

Absent: LaTour, Riddick

Motion carried

EXECUTIVE SESSION APPROVED

Adjournment of Executive Session

Katrina Plonczynski moved, seconded by Matthew Orr, the board voted unanimously by roll call to adjourn the executive session at 7:31 p.m.

Roll call on motion:

Yes: Trustees Filapek, O'Neill, Orr, Plonczynski, Sánchez

No: None

Abstain: None

Absent: LaTour, Riddick

Motion carried

EXECUTIVE SESSION ADJOURNED

Return to Open Session

Kevin O'Neill moved, seconded by Joseph Sanchez to return to Open Session at 7:31 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: LaTour, Riddick

Motion carried

MOTION TO RETURN TO OPEN SESSION APPROVED

Adjournment

Katrina Plonczynski moved, seconded by Matthew Orr, the board voted unanimously to adjourn at 7:32 p.m.

All in favor

Motion Carried

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Trustees