



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
FEBRUARY 28, 2024**

CALL TO ORDER: 6:00 p.m.

Present: Trustees Joe Filapek, Paul LaTour, Kevin O'Neill, Matthew Orr, Joseph Sánchez

Absent: Katrina Plonczynski, Melinda Riddick

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: There are three changes to the agenda: The addition of a report from Paul LaTour regarding the evaluation process of the executive director; amendment of the executive session agenda item to remove the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body under (5 ILCS 120/2(c)(1)); and the deletion of the final agenda item, number 11, compensation of the executive director.

Katrina Plonczynski arrived at 6:03 p.m.

MINUTES OF THE JANUARY 24, 2024 BOARD MEETING:

Matthew Orr moved, seconded by Kevin O'Neill the board voted unanimously to approve the minutes of the January 24, 2024, Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 1-24-2024 MINUTES APPROVED

MINUTES OF THE JANUARY 24, 2024 EXECUTIVE SESSION:

Matthew Orr moved, seconded by Joseph Sánchez the board voted unanimously to approve the minutes of the January 24, 2024, Executive Session.

All in Favor

Motion Carried

EXECUTIVE SESSION 1-24-2024 MINUTES APPROVED

DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY

CALL TO ORDER: 6:04 P.M.

Present: Trustees Joe Filapek, Paul LaTour, Kevin O'Neill, Matthew Orr, Katrina Plonczynski, Joseph Sánchez, and Executive Director Michaela Haberkern

Absent: Decennial Public Committee Resident Members Christina Campos, Phillip Giannattasio and Trustee Melinda Riddick

COMMITTEE CHARGE REVIEW

STAFF REPORT:

Michaela Haberkern advised that the members received a copy of the draft report for the Decennial Committee. The first section of the report was based on a template created by Ancel Glink, a law firm specializing in local government, for RAILS libraries. The highlighted sections are pending and will be finalized before the final report. The report includes information about the makeup of the committee, the services the library provides, collaborating and partnering with other local governments and with community agencies. The second part of the report studies how library materials move from selection to shelf in order to find further ways to improve that process.

The final report will be available at the next committee meeting.

PUBLIC COMMENTS: None.

COMMITTEE MEMBER COMMENTS: Committee members suggested ways to give examples of assessment, initial benchmarking and different areas to improve.

ADJOURNMENT OF COMMITTEE

Katrina Plonczynski moved, seconded by Joseph Sánchez, the committee voted unanimously to adjourn at 6:15 p.m.

All in favor

Motion carried

ADJOURNMENT OF DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern reported the new bookmobile has returned from North Carolina where punch list items were completed. Regular service resumes next week. An appraisal will be performed on the old bookmobile so that it may be disposed of according to the Disposal of Surplus Property Policy.

The library has located a garage for the new bookmobile and is negotiating a lease.

West Aurora School District 129 will bring the library's proposed revised intergovernmental agreement to the school board at their March meeting. If passed, the agreement will come before the library board for final approval.

BUILDING AND GROUNDS COMMITTEE REPORT:

Matthew Orr reported the Buildings and Grounds Committee met on February 19, 2024 to review the schematic design, likely timeline, and opinion of probable costs for the Eola Road Branch renovation. Matthew Orr advised that StudioGC would present a streamlined version of their presentation later under New Business. The committee liked the presentation and recommends the full board approve the schematic design.

Matthew further reported that Michaela updated the committee on the search for a garage space for the new bookmobile and the rest of the library's fleet.

POLICY AND PERSONNEL: EVALUATION OF EXECUTIVE DIRECTOR: Paul LaTour advised the committee has evaluations in from Michaela's direct reports as well as results of a staff survey, and needs more time to review and consolidate the findings.

PUBLIC COMMENTS: The president of the labor union representing library staff addressed the board reminding them of the hard work and value of the staff to the community and calling for a fair contract.

NEW BUSINESS:

Approval of January and February Bills

Finance Manager, Mark Salem, updated the board on an overview of the library's current financial position and expenditures. Joe Filapek requested that Mark provide a comprehensive investment report at a later meeting.

Joseph Sánchez moved, seconded by Matthew Orr to approve the monthly expenditures as listed on the Authorization Sheet for the period January 25, 2024, to February 28, 2024 in the amount of \$1,292,940.22.

Roll call on motion:

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

No: None

Abstain: None

Absent: Riddick

Motion Carried

PAYMENT OF BILLS 1-25-24 TO 2-28-24 APPROVED

Eola Road Branch Schematic Design

Pat Callahan and Craig Meadows of Studio GC presented an overview of the schematic design for the Eola Road Branch Renovation.

Matthew Orr moved, seconded by Joseph Sánchez to approve the schematic design as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: Riddick

Motion Carried

EOLA ROAD BRANCH SCHEMATIC DESIGN APPROVED

FY23 Audit Report

Jim Savio of Sikich LLP presented the FY23 Audit to the board.

Joe Sánchez moved, seconded by Katrina Plonczynski to approve the FY23 Audit Report.

Roll call on motion:

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

No: None

Abstain: None

Absent: Riddick

Motion Carried

FY23 AUDIT APPROVED

FY23 Treasurers Report

Mark Salem presented the FY23 Treasurer's Report.

Kevin O'Neill moved, seconded by Matthew Orr to approve the FY23 Treasurer's Report.

Roll call on motion:

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

No: None

Abstain: None

Absent: Riddick

Motion Carried

FY23 TREASURER'S REPORT APPROVED

Executive Session

Katrina Plonczynski moved, seconded by Matthew Orr to adjourn to Executive Session at 7:31 p.m. for discussion of 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)) and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body ((5 ILCS 120/2(c)(1) at 7:30 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: 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 7:49 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: Riddick

Motion carried

EXECUTIVE SESSION ADJOURNED

Return to Open Session

Joseph Sánchez moved, seconded by Matthew Orr to return to Open Session at 7:50 p.m.

Roll call on motion:

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

No: None

Abstain: None
Absent: Riddick
Motion carried

MOTION TO RETURN TO OPEN SESSION APPROVED

Adjournment

Paul LaTour moved, seconded by Matthew Orr, the board voted unanimously to adjourn at 7:50 p.m.

All in favor

Motion Carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees