

**Aurora Public Library District  
Regular Board Meetings  
Board of Library Trustees  
June 26, 2024**

**CALL TO ORDER: 6:00 p.m.**

**Roll Call**

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

Absent: Paul LaTour, Katrina Plonczynski

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Finance Manager Mark Salem, Director of Human Resources Brenda Blough, Director of Neighborhood Service Heather Sturm, Communications Manager Miriam Meza-Gotto, Administrative Assistant Renee Frauendorfer, Ali Lanthrum Events and Programs Coordinator

**ADDITIONS/CHANGES TO THE AGENDA:** None

**MINUTES OF THE MAY 22, 2024, BOARD MEETING:**

Matthew Orr moved, seconded by Kevin O’Neill, the board approved the minutes of the May 22, 2024 board meeting.

All in Favor

Absent: Paul LaTour, Katrina Plonczynski

Motion carried

**BOARD MEETING 5-22-2024 MINUTES APPROVED**

**MINUTES OF THE MAY 22, 2024 EXECUTIVE SESSION:**

Matthew Orr moved, seconded by Joseph Sánchez, the board approved the minutes of the May 22, 2024 executive session.

All in Favor

Absent: Paul LaTour, Katrina Plonczynski

Motion carried

**EXECUTIVE SESSION 4-24-2024 MINUTES APPROVED**

Katrina Plonczynski arrived at 6:05 p.m.

**EXECUTIVE DIRECTOR'S REPORT:**

Michaela Haberkern updated the board on the public communication phase of the Eola Road Branch renovations. The first public information session was June 15; there are two more scheduled, one with a virtual option and one bilingual.

Michaela has also spoken with various elected officials and has dates scheduled with local service clubs. Michaela, Heather, and Eola Road Branch Manager Krista Danis will continue to seek opportunities to speak to residents on this topic.

Trustees discussed the statistical report, particularly the spotlight on reference questions, and gave their compliments on the new brand.

Paul LaTour arrived at 6:09 p.m.

**FINANCE COMMITTEE REPORT:**

Melinda Riddick reported that the Finance Committee met on June 11 to discuss the FY25 Working Budget, FY25 revenue projections, FY24 surplus projections, and FY25 levy strategy. The FY25 Working Budget is on the agenda for approval and Melinda deferred discussion to New Business. The library expects FY24 to close with a surplus, and the Finance Committee will meet again in July to discuss an end-of-year transfer to the Special Reserve.

Trustees discussed the expected surplus and the expense lines that came in under budget, as well as the higher-than-expected investment income.

**POLICY & PERSONNEL COMMITTEE REPORT:**

Paul LaTour reported that the Policy and Personnel Committee met on June 13 to discuss revisions to the board's Bylaws, the Membership Policy, updates to the Bereavement Leave Policy, and a new Paid Parental Leave Policy. Discussion was deferred to New Business.

**PUBLIC COMMENTS:**

A resident requested the board and presenters to project their voices so the entire room can adequately hear.

**NEW BUSINESS:**Approval of May/June 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 June 2024 expenses and provided answers to the library board's questions.

Joseph Sánchez moved, seconded by Paul LaTour, to approve the monthly expenditures as listed on the Authorization Sheet for the period May 18, 2024 to June 20, 2024, in the amount of \$1,979,580.21

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**PAYMENT OF BILLS 5-18-24 TO 6-20-24 APPROVED**

Events and Programming Update

Event and Program Coordinator Ali Lanthrum presented an overview of the programs and events that the library provides for teens, adults, and families, highlighting community partnerships and cooperation with area libraries.

FY25 Working Budget

Melinda reviewed the Working Budget with the board, noting that the salaries and benefits line has been adjusted to reflect the settlement of the union contract. The Finance Committee recommends that the full board approve the FY25 Working Budget.

Melinda Riddick moved, seconded by Joseph Sánchez, to approve the 2024 working budget.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**FY25 WORKING BUDGET APPROVED**

Financial Ordinance Calendar

Melinda discussed the Financial Ordinance Calendar with the board. The Finance Committee recommends that the full board approve the Financial Ordinance Calendar.

Kevin O'Neill moved, and Melinda Riddick seconded to approve the Financial Ordinance Calendar.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

### **FINANCIAL ORDINANCE CALENDAR APPROVED**

#### Board Bylaws Revision

Paul LaTour informed the board that the board's bylaws are reviewed every 3 years, following Illinois state standards. Board President Joe Filapek reviewed the bylaws with Michaela, and the Policy and Personnel Committee further reviewed the bylaws. The Policy and Personnel Committee recommends that the full board approve the revisions to the board's bylaws.

Matthew Orr moved, seconded by Katrina Plonczynski, to approve the board bylaws revision as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

### **BOARD BYLAWS REVISION APPROVED AS PRESENTED**

#### Membership Policy Revision

Paul LaTour reviewed the Membership Policy with the board. This policy is reviewed every 3 years following state standards. Major changes include the removal of the loan period table from the policy and the elimination of the parental signature requirement for teens aged 14-17. The Policy and Personnel Committee recommends that the board approve this policy.

Trustees discussed the current library card application process and the rationale for both changes. Trustees requested an update in a few months on how parental signature elimination works to reduce barriers for teens.

Kevin O'Neill moved, seconded by Matthew Orr, to approve the membership policy revision as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**MEMBERSHIP POLICY REVISION APPROVED AS PRESENTED**

Employee Handbook Bereavement Leave Revision

Paul LaTour introduced the revision to the Bereavement Leave Policy. This revision will bring the Employee Handbook into alignment with the new union contract. The Policy and Personnel Committee recommends that the board approve this policy.

Paul LaTour moved, seconded by Joseph Sánchez to approve the Employee Handbook Bereavement Leave revision as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**EMPLOYEE HANDBOOK BEREAVEMENT LEAVE REVISION APPROVED**

Employee Handbook: Parental Leave Policy

Paul LaTour discussed the paid parental leave policy with the board. The Policy and Personnel Committee recommends that the board approve this policy.

Katrina Plonczynski moved, seconded by Melinda Riddick, to approve the Employee Handbook: Parental Leave Policy as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**EMPLOYEE HANDBOOK PARENTAL LEAVE POLICY APPROVED**

Selection of Vendor for Audit Services

Michaela introduced a recommendation by Jamie Rachlin of Meristem Advisors regarding the selection of a new auditor.

Joseph Sánchez moved, seconded by Matthew Orr, to approve the selection of Lauterbach & Amen as vendor for Audit Services.

Roll call on motion:

Yes: Trustees Filapek, LaTour, O’Neill, Orr, Plonczynski, Riddick, Sánchez

No: None

Abstain: None

Absent: None

Motion Carried

**RESOLUTION APPROVED A CHANGE FOR AUDIT SERVICES**

Resolution 2024-02 Ratifying a Change Order-Eola Road Branch Rooftop Unit Replacement

Michaela introduced the final change order related to the rooftop unit replacement project at Eola Road Branch.

Kevin O’Neill moved, seconded by Matthew Orr, to approve the resolution ratifying a change order for the Eola Road Branch Rooftop Unit replacement project.

Roll call on motion:

Yes: Trustees Filapek, LaTour, O’Neill, Orr, Plonczynski, Riddick, Sánchez

No: None

Abstain: None

Absent: None

Motion Carried

**RESOLUTION APPROVING A CHANGE ORDER–EOLA BRANCH ROOFTOP UNIT REPLACEMENT APPROVED**

Executive Session

Joseph Sánchez moved, seconded by Melinda Riddick, to adjourn to executive session at 7:07 p.m. to discuss 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)).

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

**EXECUTIVE SESSION APPROVED**

Adjournment of Executive Session

Katrina Plonczynski moved, seconded by Joseph Sánchez, to adjourn executive session at 8:06 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

**EXECUTIVE SESSION ADJOURNED**

Return To Open Session

Kevin O'Neill moved, seconded by Melinda Riddick, to return to open session at 8:07 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

**MOTION TO RETURN TO OPEN SESSION APPROVED**

2024-2027 Collective Bargaining Agreement

Katrinia Plonczynski moved, seconded by Matthew Orr, to approve the 2024-2027 Collective Bargaining Agreement between the Aurora Public Library District and Council 31 American Federation of State, County, and Municipal Employees and its Aurora Public Library District Unit of Local Union No. 2283.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

**2024-2027 COLLECTIVE BARGAINING AGREEMENT BETWEEN THE AURORA  
PUBLIC LIBRARY DISTRICT AND COUNCIL 31 AMERICAN FEDERATION OF STATE,  
COUNTY, AND MUNICIPAL EMPLOYEES AND ITS AURORA PUBLIC LIBRARY  
DISTRICT UNIT OF LOCAL UNION NO. 2283 APPROVED**

Executive Director Compensation

Kevin O’Neill moved, seconded by Paul LaTour, to approve an increase in the amount of 5% for Michaela Haberkern, the Executive Director of the Aurora Public Library District.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

**EXECUTIVE DIRECTOR COMPENSATION APPROVED**

Adjournment

Katrina Plonczynski moved, seconded by Matthew Orr, the board unanimously voted to adjourn at 8:10 p.m.

All in favor

Motion carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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