

**Aurora Public Library District
Regular Board Meetings
Board of Library Trustees
July 24, 2024**

CALL TO ORDER: 6:00 p.m.

Roll Call

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

Absent: None

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

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE JUNE 26, 2024, BOARD MEETING:

Kevin O’Neill moved, seconded by Joseph Sánchez, the board approved the minutes of the June 26, 2024 board meeting.

All in Favor

Absent: None

Motion carried

BOARD MEETING 6-26-2024 MINUTES APPROVED

MINUTES OF THE JUNE 26, 2024 EXECUTIVE SESSION:

Katrina Plonczynski moved, seconded by Matthew Orr, the board approved the minutes of the June 26, 2024 executive session.

All in Favor

Absent: None

Motion carried

EXECUTIVE SESSION 6-26-2024 MINUTES APPROVED

EXECUTIVE DIRECTOR’S REPORT:

Michaela Haberkern gave an update on phasing for the Eola Road Branch construction project. In addition, Michaela presented a change in managing board

communications as well as a review of changes to the laws governing circulation of petitions and filing periods for municipal elections, including library trustee elections. Finally, Michaela reported that West Branch Manager Scott Grotto has accepted the position of director at River Grove Public Library.

FINANCE COMMITTEE REPORT:

Melinda Riddick reported the Finance Committee met on July 22 to discuss the FY24 budget vs. actual report, an end of year transfer to the Special Reserve, the FY25 Tentative Budget and Appropriations Ordinance, the FY25 Certified Estimate of Revenues, and the change of vendor for bond services.

Discussion of the transfer to the Special Reserve, the FY25 Tentative Budget and Appropriations Ordinance, the FY25 Certified Estimate of Revenues, and the change of vendor for bond services was deferred to New Business.

Melinda discussed the budget v. actual report with the board. The library’s goal is to budget accurately, and this is something that administration will continue to work on in the next few budget cycles.

PUBLIC COMMENTS: One community member addressed the board regarding the need for trustees to speak louder at the board meetings.

NEW BUSINESS:

Approval of June/July 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 July 2024 expenses and provided answers to the library board’s questions.

Joseph Sánchez moved, seconded by Matthew Orr, to approve the monthly expenditures as listed on the Authorization Sheet for the period June 22, 2024 to July 19, 2024, in the amount of \$880,194.28

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 6-22-24 TO 7-19-24 APPROVED

Strategic Plan Update

Michaela reported to the board on the implementation process for the new strategic plan. A team of staff clarified the decision-making process, created activities, metrics, and evaluation strategies to support the plan goals. The team will continue to meet on a quarterly basis and will report to the board twice a year.

FY Tentative Budget and Appropriations Ordinance

Melinda Riddick outlined the Budget and Appropriations Ordinance in Tentative Form for the board. The Finance Committee recommends that the full board approve this ordinance in tentative form.

Joseph Sánchez moved, seconded by Katrina Plonczynski, to approve the FY25 Tentative Budget and Appropriations Ordinance.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

FY25 TENTATIVE BUDGET AND APPROPRIATIONS ORDINANCE APPROVED

FY25 Certified Estimate of Revenues

Melinda Riddick explained the Certified Estimate of Revenues to the board. This item will be for approval at the August meeting.

Transfer to the Special Reserve

Melinda presented Resolution 2024-03, transferring \$2,500,000 from the Corporate Fund Balance to the Special Reserve Fund to the board. The Finance Committee recommends that the board approve the transfer to the Special Reserve Fund.

Matthew Orr moved, seconded by Melinda Riddick, to approve Resolution 2024-03 To Transfer a Portion of the Corporate Reserve Fund Balance to the Special Reserve Fund.

Roll call on motion:

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

No: None

Abstain: None

Absent: None
Motion Carried

**RESOLUTION 2024-03 TO TRANSFER A PORTION OF THE CORPORATE FUND
BALANCE TO THE SPECIAL RESERVE APPROVED**

Bond counsel

Michaela discussed with the board the need and the reason to approve a new firm as bond counsel. The municipal bond division at Ice Miller moved to Miller Canfield taking all their clients with them, including the library. Ice Miller reportedly no longer has a team that does traditional bond work in Illinois. After consulting with Jamie Rachlin of Meristem Advisors and the library's general counsel Roger Ritzman, Michaela is comfortable with moving with our team to Miller Canfield, who will honor the fees and terms originally proposed.

The Finance Committee recommends that the full board accept the recommendation of Miller Canfield as the library's bond counsel and disclosure counsel.

Joseph Sánchez moved, and Katrina Plonczynski seconded to approve Miller Canfield as Bond Counsel.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

MILLER CANFIELD AS BOND COUNSEL APPROVED

Adjournment

Kevin O'Neill moved, seconded by Kathrina Plonczynski, the board unanimously voted to adjourn at 7:03 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**