

**Aurora Public Library District
Regular Board Meeting
Board of Library Trustees
August 28, 2024**

CALL TO ORDER: 6:03 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 Neighborhood Services Heather Sturm, Communications Director Miriam Meza-Gotto, Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE JULY 24, 2024, BOARD MEETING:

Joseph Sánchez moved, seconded by Matthew Orr, the board approved the minutes of the July 24, 2024 board meeting.

All in Favor

Absent: None

Motion carried

BOARD MEETING 7-24-2024 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern updated the board on upcoming events such as CapeCon and the opening of the Annual Aurora Arts League Members Show at First Friday on September 6. In addition, the library will soon publish a notice for sale of the 2003 bookmobile. The best purchase offer will be brought before the Board of Trustees for approval after the Buildings and Grounds Committee has an opportunity to review offers. If there are no offers, the board has broad authority to dispose of the old bookmobile.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on August 13 to discuss revisions to the Information Services Policy, the Social Media Policy and the Alcoholic Beverages

Policy, all as part of the regular review cycle. Discussion was deferred to New Business.

PUBLIC COMMENTS:

One community member addressed the board regarding the recent departure of the West Branch Manager, expressed his gratitude to the board, and conveyed his hope that the trustees whose terms are up will consider running again.

NEW BUSINESS:

Approval of July/August 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 August 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 July 20, 2024 to August 23, 2024, in the amount of \$1,120,644.48

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 7-20-24 TO 8-23-24 APPROVED

Outreach Services Update

Outreach Services Manager Jessica Cantarero and Outreach Services Librarian Courtney Nurczyk addressed the board to speak about the services that the Outreach Department provides. Highlights included how residents are using and appreciating the new bookmobile as well as participation in large community events.

Adopt FY25 Budget and Appropriations Ordinance in Final Form

Melinda Riddick reviewed the Budget and Appropriations Ordinance in final form with the board.

Joseph Sánchez moved, seconded by Kevin O'Neill, to approve the Budget and Appropriations Ordinance in Final Form.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

FY25 BUDGET AND APPROPRIATIONS ORDINANCE IN FINAL FORM APPROVED

FY25 Certified Estimate of Revenues

Melinda Riddick discussed the Certified Estimate of Revenues, which outlines the library's estimated revenues and their sources, with the board.

Matthew Orr moved, seconded by Kevin O'Neill, to approve the FY25 Certified Estimate of Revenues.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

FY25 CERTIFIED ESTIMATES OF REVENUE APPROVED

Information Services Policy

Paul reviewed revisions to the Information Services Policy with the board. Changes include an expansion of demographics in the Standards and Ethics section, clearer inclusion of tech assistance in the policy, and the addition of newer services like citizenship help and notary service. The Policy and Personnel Committee recommends that the board approve this policy.

Kevin O'Neil moved, seconded by Joseph Sánchez, to approve the Information Services 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

INFORMATION SERVICES POLICY APPROVED AS PRESENTED

Social Media Policy

Paul reviewed suggested revisions to the Social Media Policy with the board. Staff recommended revisions mostly clarify that the library does not endorse the opinions expressed in comments on the library's social media, and that the has the right to use photos that people submit without limitation. In committee, language clarifying the process by which a member of the public can request to have those photos taken down was added. The Policy and Personnel Committee recommends the board approve this policy.

Joseph Sánchez moved, and Matthew Orr seconded to approve the Social Media 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

SOCIAL MEDIA POLICY APPROVED AS PRESENTED

Alcoholic Beverages Policy

Paul reviewed the Alcoholic Beverages Policy with the board. He reminded the board that the policy was new to the library in 2021: library districts must have a policy in place if the library wishes to serve alcohol for fundraisers and other events. The policy closely follows the statute, and the staff did not recommend any changes to the policy. The Policy and Personnel Committee recommends the board approve this policy.

Matthew Orr moved, and Joseph Sánchez seconded to approve the Alcoholic Beverages 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

ALCOHOLIC BEVERAGES POLICY APPROVED AS PRESENTED

Adjournment

Katrina Plonczynski moved, seconded by Matthew Orr, the board unanimously voted to adjourn at 6:58 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**
