



**AURORA PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
JANUARY 17, 2024**

CALL TO ORDER: at 6:31 p.m.

Present: Trustees Paul LaTour, Matthew Orr, and Katrina Plonczynski

Absent: None

Also present: Executive Director Michaela Haberkern and Human Resources Director Brenda Blough

APPROVAL OF MINUTES OF DECEMBER 13, 2023 COMMITTEE MEETING:

Katrina Plonczynski moved and Matthew Orr seconded to approve the minutes of the December 13, 2023 committee meeting.

All in favor, minutes approved.

COMMITTEE MEETING 12-13-2023 MINUTES APPROVED

PUBLIC COMMENTS: None.

DISPOSAL OF LIBRARY PROPERTY POLICY

Michaela reviewed the Disposal of Library Property Policy with the committee as part of the regular policy review cycle. This policy is governed by state statute and was reviewed by the library's attorney in 2021. The laws have not changed and so only capitalization and other minor changes are recommended.

Matthew Orr moved and Katrina Plonczynski seconded to recommend that the full board approve the Disposal of Library Property Policy.

Roll call on motion:

Yes: LaTour, Orr, Plonczynski

No: None

Abstain: None

Absent: None

Motion carries

POLICY APPROVAL RECOMMENDED

PURCHASING POLICY

Michaela reviewed the Purchasing Policy with the committee as part of the regular policy review cycle. This policy is also governed by state statute and also reviewed by the library's attorney in 2021. The laws have not changed and so only capitalization and other minor changes are recommended.

Katrina Plonczynski moved and Matthew Orr seconded to recommend that the full board approve the Purchasing Policy.

Roll call on motion:
Yes: LaTour, Orr, Plonczynski
No: None
Abstain: None
Absent: None
Motion carries

POLICY APPROVAL RECOMMENDED

LIBRARY TRUSTEE EQUIPMENT POLICY

Michaela reviewed the Library Trustee Equipment Policy with the committee as part of the regular policy review cycle. This policy outlines the library’s commitment to providing trustees with the equipment they need to do their work, and the trustee’s obligation to return the equipment or purchase it at fair market value. No significant revisions are proposed, as the policy is working well for the library and for trustees.

Matthew Orr moved and Katrina Plonczynski seconded to recommend that the full board approve the Library Trustee Equipment Policy.

Roll call on motion:
Yes: LaTour, Orr, Plonczynski
No: None
Abstain: None
Absent: None
Motion carries

POLICY APPROVAL RECOMMENDED

EXECUTIVE DIRECTOR REVIEW PROCESS

Human Resources Director Brenda Blough walked the committee through the documents created in response to previous discussions. After some consideration, it was agreed that as committee chair Paul LaTour will receive, synthesize, and report to the full board the feedback from the executive director’s direct reports, as well as the results of the staff survey and the director’s self-evaluation, with assistance from Brenda as required. The committee agreed that Brenda would send the survey to staff and the evaluation instrument to Michaela’s direct reports on January 31 with a due date of February 14, in order to give Paul time to review before leading a discussion of the trustees in executive session at the February board meeting.

ADJOURNMENT

Katrina Plonczynski moved and Matthew Orr seconded to adjourn at 7:11 p.m.
All in favor, meeting adjourned.

CERTIFIED TO BE A TRUE COPY

mh

Chair, Policy and
Personnel Committee