

**Aurora Public Library District
Regular Board Meeting
Board of Library Trustees
April 23, 2025**

CALL TO ORDER: 6:00 p.m.

Roll Call

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

Absent: Katrina Plonczynski

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Finance Manager Mark Salem, Director of Neighborhood Services Heather Sturm, Director of Communications and Marketing Miriam Meza-Gotto, Director of Human Resources Brenda Blough

ADDITIONS/CHANGES TO THE AGENDA: None.

MINUTES OF MARCH 26, 2025, REGULAR BOARD MEETING:

Kevin O’Neill moved, seconded by Joseph Sánchez, the board approved the minutes of the March 26, 2025 regular board meeting.

All in Favor

Absent: Katrina Plonczynski

Motion carried

REGULAR BOARD MEETING 03-26-2025 MINUTES APPROVED

MINUTES OF MARCH 26, 2025, EXECUTIVE SESSION:

Kevin O’Neill moved, seconded by Melinda Riddick, the board approved the minutes of the March 26, 2025 Executive Session.

All in Favor

Absent: Katrina Plonczynski

Motion carried

EXECUTIVE SESSION 03-26-2025 MINUTES APPROVED

Katrina Plonczynski arrived at 6:07 p.m.

EXECUTIVE DIRECTOR’S REPORT:

Michaela Haberkern updated the board on upcoming events, the effects of construction on Eola Road Branch visits, grant applications, and a bequest made to the library last fall.

FINANCE COMMITTEE REPORT:

Committee Chair Melinda Riddick provided the board with an overview of the committee’s recent meeting, which began the board’s budget/levy cycle, the tax levy and extension, the draft working budget, levy strategy for the upcoming cycle, and investment reporting.

PUBLIC COMMENTS:

NEW BUSINESS:

Approval of March/April Bills

Michaela reviewed a revised authorization sheet with the board. This new format clarifies the timing of renovation expenditures approval and the issuance of payment. Finance Manager Mark Salem then updated the board with an overview of the library’s current financial position and expenditures, revenue, and investments. Mark confirmed the April 2025 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 March 22, 2025 to April 16, 2025, in the amount of \$1,736,373.97 and to authorize construction expenditures in the amount of \$431,667.00.

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 03-22-25 TO 4-16-25 APPROVED

Business Services Update

Business and Career Services Librarian Chris Biersdorf spoke with the board about the services that the library provides for the business community and for job seekers.

Confidentiality Of Library Records Policy

Committee Chair Paul LaTour reviewed the lightly revised policy with the board, noting that the last revision was in 2022 and that the policy largely reflects the state statute. One change reflects the addition of FindMore Illinois to the library's reciprocal borrowing partners.

Policy and Personnel Committee recommends that the full board approve this policy.

Kevin O'Neill moved, seconded by Matthew Orr, to approve the revisions to the Confidentiality of Library Records Policy.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

REVISIONS TO CONFIDENTIALITY OF LIBRARY RECORDS POLICY APPROVED

Succession and Continuity Plan

Paul discussed the policy with the board, observing that this policy too was last reviewed in 2022 and that staff do not recommend any changes at this time. One trustee asked if the provision requiring the board president to notify the full board of a temporary absence of the Executive Director within 30 days is reasonable; Michaela responded that it allowed for the information to be given at the next regular meeting of the board.

Policy and Personnel Committee recommends that the full board approve this policy.

Matthew Orr moved, seconded by Joseph Sánchez, to approve the revisions to the Succession and Continuity Plan.

Roll call on motion:

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

No: None

Abstain: None
Absent: None
Motion Carried

SUCCESSION AND CONTINUITY PLAN APPROVED

Construction Update

Michaela reviewed the latest construction schedule with the board. The current projection is that Phase 1 will last until August 14, 2025, and that the entire project will be complete in mid-July, 2026.

Selection of Vendor for Security Services

Deputy Director Tom Spicer reviewed the RFP process and results with the board. As noted in his memo to the board, the staff review team finds that Arms Security Corporation's proposal best fits the library's needs, at a cost that is comparable to what the library pays its current vendor. Trustees requested an update on performance in six months.

Matthew Orr moved, seconded by Joseph Sánchez, to approve Arms Security Corporation as vendor for the library's security services.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

ARMS SECURITY CORPORATION AS VENDOR FOR SECURITY SERVICES APPROVED

Resolution Honoring Paul LaTour

Board President read a resolution thanking departing trustee Paul LaTour for his years of service to the library.

Katrina Plonczynski moved, seconded by Melinda Riddick to approve the Resolution Honoring Paul LaTour.

Roll call on motion:

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

No: None

Abstain: LaTour

Absent: None
Motion carried

RESOLUTION HONORING PAUL LATOUR APPROVED

Adjournment

Kevin O'Neill moved, seconded by Paul LaTour, the board unanimously voted to adjourn at 7:00 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**
