

**Aurora Public Library District  
Regular Board Meeting  
Board of Library Trustees  
December 17, 2025**

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

**Roll Call**

Present: Trustees Joe Filapek, Scott McCleary, Kevin O'Neill, Katrina Plonczynski, Melinda Riddick

Absent: Matthew Orr, Joseph Sánchez

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Director of Neighborhood Services Heather Sturm, Director of Human Resources Brenda Blough, Finance Manager Mark Salem, and Administrative Assistant Kim Gautschi

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

**MINUTES OF NOVEMBER 19, 2025, REGULAR BOARD MEETING:**

Kevin O'Neill moved, seconded by Scott McCleary, the board approved the minutes of the November 19, 2025 regular board meeting.

All in Favor

Absent: Matthew Orr, Joseph Sánchez

Motion carried

**REGULAR BOARD MEETING 11-19-2025 MINUTES APPROVED**

**EXECUTIVE DIRECTOR'S REPORT:**

Michaela Haberkern updated the board on the retirement of Facilities Manager Jeff Desjardine and the hiring of his successor. She also reported that the library has commissioned a piece of artwork to be installed at Santori on the second-floor landing on the stairwell. It is an expansion of the Community Voices project, selected by a panel of staff and a community member and intended to celebrate and reflect the community. Finally, Michaela reviewed with the board procedures for winter weather closures. The executive team keeps a close eye on the forecast and weather with particular attention to timing, ice or snowfall rates and totals, road conditions and what other area businesses and libraries are doing. Decisions will

always be cleared with the board president, and a protocol for communication to staff and public is in place.

**BUILDINGS AND GROUNDS COMMITTEE REPORT:**

Melinda Riddick advised the Buildings and Grounds Committee met on December 3, 2025. Scott Delano from Studio GC was present and reviewed the proposed West Branch design with the committee. This item is in New Business and discussion was deferred until that time. The committee recommended the full board approve the design.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

FY25 Audit Report

Riley Martin of Lauterbach & Amen presented the board with a review of the FY2025 Annual Financial Report, Management Letter, and Statement of Auditing Standards.

Scott McCleary moved, seconded by Melinda Riddick, to approve the FY25 Audit Report.

Roll call on motion:

Yes: Trustees Joe Filapek, Scott McCleary, Kevin O’Neill, Katrina Plonczynski, Melinda Riddick

No: None

Abstain: None

Absent Matthew Orr, Joseph Sánchez

Motion Carried

**FY25 AUDIT APPROVED**

West Branch Design

Craig Meadows of StudioGC presented the proposed West Branch renovation design, including an approximately 3,700 square feet addition, new meeting and study spaces, and a more welcoming and visible entrance. Construction documents will be developed over the next 13 weeks and plans are to go out to bid in spring 2026. Trustees discussed proposed signage locations and had questions about shared utilities and other systems.

Scott McCleary moved, seconded by Kevin O’Neill, to approve the West Branch design as presented.

Roll call on motion:

Yes: Trustees Joe Filapek, Scott McCleary, Kevin O’Neill, Katrina Plonczynski, Melinda Riddick

No: None

Abstain: None

Absent: Matthew Orr, Joseph Sánchez

Motion Carried

**WEST BRANCH DESIGN APPROVED**

Approval of November/December 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 December 2025 expenses and provided answers to the library board’s questions.

Scott McCleary moved, seconded by Melinda Riddick, to approve the monthly expenditures as listed on the Authorization Sheet for the period November 13, 2025 to December 10, 2025, in the amount of \$1,914,031.93 and to authorize up to \$389,100.00 in construction costs.

Roll call on motion:

Yes: Trustees Joseph Filapek, Scott McCleary, Kevin O’Neill, Katrina Plonczynski, Melinda Riddick

No: None

Abstain: None

Absent: Matthew Orr, Joseph Sánchez

Motion Carried

**PAYMENT OF BILLS 11-13-25 TO 12-10-25 APPROVED**

FY25 Treasurer’s Report

The Treasurer’s Report is required to be filed with county clerks each year with the form and content determined by Illinois law.

Kevin O’Neill moved, seconded by Melinda Riddick, to approve the FY25 Treasurer’s Report as presented.

Roll call on motion:

Yes: Trustees Joe Filapek, Scott McCleary, Kevin O’Neill, Katrina Plonczynski, Melinda Riddick

No: None

Abstain: None

Absent: Matthew Orr, Joseph Sánchez  
Motion Carried

### Security Services Update

Safety and Security Manager Bernie Keegan updated the board on the first six months of the library's contract with its new security company, ARMS. Bernie presented a timeline of security developments/changes, key components of ARMS' procedures and other safety improvements. The library saw the implementation of an adjusted Library Use and Security Policy; increased visibility and presence of guards in public areas with guard check-in stations; enhanced communication between library and security firm. The result was employee self-reporting of a safer work environment and a decrease in customer complaints about sleeping and other security concerns.

### Internet and Computer Use Policy

The Policy and Personnel Committee reviewed the Internet and Computer Use Policy at its October meeting. This policy is reviewed annually and there were no big changes proposed. The Policy and Personnel Committee recommends that the board approve the revisions to this policy.

Scott McCleary moved, seconded by Kevin O'Neill, to approve the Internet and Computer Use Policy as presented.

Roll call on motion:

Yes: Trustees Joe Filapek, Scott McCleary, Kevin O'Neill, Katrina Plonczynski, Melinda Riddick

No: None

Abstain: None

Absent: Matthew Orr, Joseph Sánchez

Motion Carried

## **INTERNET AND COMPUTER USE POLICY APPROVED**

### Trustee Vacancy Ad-Hoc Committee

Joe Filapek announced Kevin O'Neill tendered his resignation from the board, and announced the formation of an ad-hoc committee to select a trustee to fill Kevin's term. The Ad-Hoc committee will consist of Joe Filapek, Melinda Riddick and Joseph Sánchez. The committee will meet beginning in January and will make a recommendation to the board regarding an appointment before the statutory deadline.

Resolution Honoring Kevin O'Neill

Katrina Plonczynski moved, seconded by Scott McCleary, to approve a resolution honoring Kevin O'Neill for his service on the library board.

Roll call on motion:

Yes: Trustees Joe Filapek, Scott McCleary, Kevin O'Neill, Katrina Plonczynski, Melinda Riddick

No: None

Abstain: None

Absent: Matthew Orr, Joseph Sánchez

Motion Carried

Adjournment

Kevin O'Neill moved, seconded by Scott McCleary, the board unanimously voted to adjourn at 7:45 p.m.

All in favor

Motion carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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