

**Aurora Public Library District  
Regular Board Meeting  
Board of Library Trustees  
June 25, 2025**

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

**Oath of Office**

**Roll Call**

Present: Trustees Joe Filapek, Scott McCleary, Matthew Orr, Katrina Plonczynski Melinda, Riddick, Joseph Sánchez

Absent: Kevin O’Neill

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Finance Manager Mark Salem, Director of Neighborhood Services Heather Sturm, Director of Marketing and Communications Miriam Meza-Gotto, and Administrative Assistant Kim Gautschi

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

**MINUTES OF MAY 28, 2025, REGULAR BOARD MEETING:**

Scott McCleary moved, seconded by Matthew Orr, the board approved the minutes of the May 28, 2025 regular board meeting.

All in Favor

Absent: None

Motion carried

**REGULAR BOARD MEETING 05-28-2025 MINUTES APPROVED**

**EXECUTIVE DIRECTOR’S REPORT:** Michaela Haberkern announced the library has received the Liberty Bell Award from the Kane County Bar Association for its work with the Kane County Law Library & Self-Help Legal Center in promoting better access to the justice system. In addition, Michaela shared information about another partner the library has been working with for some time: SPARK Strong Prepared and Ready for Kindergarten, which is part of the United Way.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

**Kevin O’Neill arrived at 6:09 p.m.**

Approval of May/June Bills

Finance Manager Mark Salem updated the board with an overview of the library’s current financial position and expenditure, revenue, and investments. Mark confirmed the June 2025 expenses and provided answers to the library board’s questions. LoDestro and GC Studio are working on a reporting issue on the Pay Application. The library will hold payment until we receive the pay application.

Scott McCleary moved, seconded by Katrina Plonczynski, to approve the monthly expenditures as listed on the Authorization Sheet for the period May 24, 2025, 2025 to June 19, 2025, in the amount of \$1,287,308.21 and to authorize \$394,359.00 in construction costs.

Roll call on motion:

Yes: Trustees Filapek, McCleary, O’Neill, Orr, Plonczynski, Riddick, Sánchez

No: None

Abstain: None

Absent: None

Motion Carried

**PAYMENT OF BILLS 05-24-25 TO 6-19-25 APPROVED**

Marketing Lookback and Update

Miriam Meza-Gotto, Marketing and Communications Director, and Communications Coordinator Andrea Tiberi, spoke about how the library’s marketing efforts have evolved through the years and what plans are in the works for upcoming years.

The team highlighted the library’s *One Brand, One Marketing Plan* – a strategic way to simplify the decision-making process and prioritize library promotions based on organizational priorities.

FY26 Working Budget

Melinda Riddick reported the FY26 Working Budget is on the agenda for approval tonight, after the board discussion in May. The Finance Committee recommends that the full board approve the FY26 Working Budget.

Scott McCleary moved, seconded by Matthew Orr, to approve the FY26 Working Budget as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

### **FY26 WORKING BUDGET APPROVED**

#### Financial Ordinance Calendar

Melinda presented the Financial Ordinance Calendar to the board. This calendar lays out the timeline for enacting financial ordinances during the calendar year and the library passes this ordinance annually to keep on track and to inform the public of the intended schedule. The Finance Committee recommends that the full board approves the Financial Ordinance Calendar.

Kevin O'Neill moved, seconded by Katrina Plonczynski, to approve the Financial Ordinance Calendar as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

### **FINANCIAL ORDINANCE CALENDAR APPROVED**

#### Board Committee Assignments

President Joe Filapek announced the appointment of new committee assignments and committee chairs. The assignments are made every two years after trustee elections.

Building and Grounds: Matthew Orr, chair; Scott McCleary; Melinda Riddick

Finance: Melinda Riddick, chair; Joe Filapek; Kevin O'Neill

Policy and Personnel: Katrina Plonczynski, chair; Matthew Orr; Joseph Sánchez

### Capital Assets Policy

Katrina Plonczynski reported the Policy and Personnel Committee reviewed the new Capital Assets Policy at the May 14 committee meeting. The policy was also reviewed by the Finance Committee. The Policy and Personnel Committee recommends that the board approve this policy.

Scott McCleary moved, seconded by Matthew Orr to approve the Capital Assets Policy.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

### **CAPITAL ASSETS POLICY APPROVED**

### Temporary Eola Road Branch Closure

Michaela Haberkern advised the library anticipates needing a brief closure at Eola Road Branch to transition from Phase 1 to Phase 2. Currently, it seems that will be the week of August 11. There should be a confirmed date by the next board meeting. If the transition takes less than five days, the library will reopen earlier.

Kevin O'Neill moved, seconded by Matthew Orr, to approve a temporary closure of the Eola Road Branch for a period not to exceed six calendar days, to accommodate the move and transition of collections, service points, and staff to the newly renovated portion of the facility.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

### **TEMPORARY EOLA ROAD BRANCH CLOSURE APPROVED**

### Upcoming Staff Updates to the Board

A listing of all the staff presentations that have been given to the board over the past few years was included in the June board packet. Michaela discussed upcoming scheduled presentations and asked the board what else they are interested in. The conversation generated a good list and Michaela will add those to the schedule after further conversations with the board president.

Adjournment

Katrina Plonczynski moved, seconded by Scott McCleary, the board unanimously voted to adjourn at 7:19p.m.

All in favor

Motion carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

---