

**Aurora Public Library District
Regular Board Meeting
Board of Library Trustees
May 28, 2025**

CALL TO ORDER: 6:00 p.m.

Oath of Office Oath of Office

President Joe Filapek welcomed newly elected trustee Scott McCleary, and welcomed back re-elected trustees Kevin O'Neill and Joseph Sánchez. Executive Administrative Assistant Kim Gautschi administered the Oath of Office to newly elected trustee Scott McCleary and re-elected trustees Kevin O'Neill and Joseph Sánchez.

Roll Call

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

Absent: Matthew Orr

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, and Administrative Assistant Kim Gautschi

Election of Officers

Nomination for Secretary of Aurora Public Library District Board of Trustees:

Melinda Riddick moved to nominate and elect Joseph Sánchez as Secretary of Aurora Public Library District Board of Trustees.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

ELECTION OF JOSEPH SÁNCHEZ AS SECRETARY OF THE AURORA PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES APPROVED

Nomination for Treasurer of Aurora Public Library District Board of Trustees:

Melinda Riddick moved to nominate and elect Melinda Riddick as Treasurer of Aurora Public Library District Board of Trustees.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

ELECTION OF MELINDA RIDDICK AS TREASURER OF THE AURORA PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES APPROVED

Nomination for Vice President of Aurora Public Library District Board of Trustees:

Joseph Sánchez moved to nominate and elect Matthew Orr as Vice President of Aurora Public Library District Board of Trustees.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

ELECTION OF MATTHEW ORR AS VICE PRESIDENT OF THE AURORA PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES APPROVED

Nomination for President of Aurora Public Library District Board of Trustees:

Kevin O'Neill moved to nominate and elect Joe Filapek as President of Aurora Public Library District Board of Trustees.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

ELECTION OF JOE FILAPEK AS PRESIDENT OF THE AURORA PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES APPROVED

ADDITIONS/CHANGES TO THE AGENDA: None.

MINUTES OF APRIL 23, 2025, REGULAR BOARD MEETING:

Scott McCreary moved, seconded by Joseph Sánchez, the board approved the minutes of the April 23, 2025 regular board meeting.

All in Favor

Absent: Matthew Orr

Motion carried

REGULAR BOARD MEETING 04-23-2025 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT: Michaela Haberkern reported to the board on the progress of construction at Eola Road Branch. The library is planning an end of Phase 1 party, tentatively scheduled for July 19. The library may need a few closed days to manage the move of materials and equipment into the newly finished space. Michaela will have a recommendation for the board at the next meeting.

FINANCE COMMITTEE REPORT: Melinda Riddick advised that the Finance Committee met on April 29, 2025 to review the FY26 Working Budget, revenue projections for FY26, FY25 surplus projections, FY26 levy strategy, and a draft Capital Asset Policy. The FY26 Working Budget is on the agenda for discussion and discussion deferred until that time. The Capital Asset Policy was referred to Policy and Personnel Committee for final review.

POLICY AND PERSONNEL COMMITTEE REPORT: Katrina Plonczynski reported that the Policy and Personnel Committee met on May 14 to discuss revisions to the Solicitation and Notice Policy, updates to the Employee Handbook, and the new Capital Assets Policy. The committee also briefly discussed potential revisions to the Collection Development Policy, which is up for regular review, and which staff are working on. Discussion of the Solicitation and Notice Policy and the Employee Handbook updates will be deferred to New Business, and the Capital Assets Policy will be on the agenda in June.

PUBLIC COMMENTS: None

NEW BUSINESS:

Approval of March/April 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 April 2025 expenses and provided answers to the library board's questions. The Lo Destro pay application which was included in the financial packet.

Scott McCleary moved, seconded by Joseph Sánchez, to approve the monthly expenditures as listed on the Authorization Sheet for the period April 17, 2025 to May 23, 2025, in the amount of \$3,017,665.98, and to authorize \$295,969.00 in construction costs.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

PAYMENT OF BILLS 04-17-25 TO 5-23-25 APPROVED

Amended February and March Authorizations

Michaela Haberkern asked the board to approve the amended February and March Authorization Sheets, which clarifies the process by which the library pays for construction costs. The board approves regularly budgeted expenses after the fact, and authorizes payment of construction costs, which then roll over into the check report and regular authorization the following month.

Katrina Plonczynski moved, seconded by Melinda Riddick, to approve the monthly expenditures as listed on the Amended February and March Authorization Sheets in the amount of \$1,162,964.59 and \$1,044,655.30 respectively, and authorize construction costs in the amounts of \$169,818 and \$627,440 respectively.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

AMENDED FEBRUARY AND MARCH 2025 AUTHORIZATION SHEETS APPROVED

Teen Services Update

Teen Librarians Flannery Crump and Phoebe Metz addressed the board highlighting services that the library provides to teens including program standalones, guide to local scholarships, craft events, and series of anime clubs.

Solicitation and Notice Policy

Katrina Plonczynski reviewed the Solicitation and Notice Policy with the board. The proposed revisions to the policy clearly define what soliciting is for the purposes of the policy, and what is permitted both outside and inside the library. The Public Notice section is streamlined from the current version and includes a non-endorsement clause. The Policy and Personnel Committee recommends that the board approve this policy.

Kevin O'Neil moved, seconded by Joseph Sanchez, to approve the revisions to the Solicitation and Notice Policy.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

REVISIONS TO SOLICITATION AND NOTICE POLICY APPROVED

Updates to the Employee Handbook

Katrina Plonczynski explained the revisions to the Equal Opportunity and Anti-Harassment/Bullying sections of the Employee Handbook which include bringing the handbook into alignment with Illinois law and expanding the protected classes mentioned in the current version. The Changes in the Floating Holidays and Personal Business sections bring the language into alignment with union contract. The Policy and Personnel Committee recommends the board approve this policy.

Scott McCleary moved, seconded by Melinda Riddick, to approve the revisions to the Employee Handbook approved.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

UPDATES TO THE EMPLOYEE HANDBOOK APPROVED

FY26 Working Budget

Finance Committee Chair Melinda Riddick reviewed the FY26 Working Budget with the board, explaining the format and the content of the budget. She also reviewed a this year/last year comparison. Trustees discussed the proposed budget, including questions about technology expenses, anticipated large-ticket facility costs at Santori, and human resources expenses. This budget will be on the agenda for approval in June.

Financial Ordinance Calendar

Melinda Riddick then discussed the Financial Ordinance Calendar with the board. The Calendar lays out the calendar of board action necessary to finalize the budget process for FY26 and to secure our funding for FY27. Trustees suggested corrections to the titling of the Calendar. The Financial Ordinance Calendar will be on the agenda for approval in June.

Nonresident Card Program Participation and Nonresident Card Program

Michaela Haberkern outlined the library board's requirement by state law to approve participation in the statewide nonresident borrower program, and to set the fee that the library will charge nonresident households for library cards. The lowest legally allowable fee for APLD for FY26 is \$290 per household, according to the formula established by the State of Illinois.

Nonresident Card Program Participation

Scott McCleary moved, seconded by Katrina Plonczynski, to participate in the nonresident card program effective July 1, 2025 through June 30, 2026.

Roll call on motion:

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

No: None

Abstain: None

Absent: Orr

Motion Carried

NONRESIDENT CARD PROGRAM APPROVED

Nonresident Card Fee

Scott McCleary moved, seconded by Joseph Sánchez to approve to set the library's annual nonresident cardholder fee to \$290.00 effective July 1, 2025 through June 30, 2026.

Roll call on motion:

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

No: None

Abstain: None
Absent: Orr
Motion Carried

FEE FOR NONRESIDENT CARD PROGRAM APPROVED

Adjournment

Joseph Sánchez moved, seconded by Katrina Plonczynski, the board unanimously voted to adjourn at 7:04 p.m.

All in favor

Absent: Matthew Orr

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**
