

**Aurora Public Library District  
Regular Board Meeting  
Board of Library Trustees  
November 19, 2025**

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

**Roll Call**

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

Absent: None

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

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

**MINUTES OF THE OCTOBER 22, 2025, BOARD MEETING:**

Scott McCleary moved, seconded by Kevin O'Neill, the board approved the minutes of the October 22, 2025 regular board meeting.

All in Favor

Absent: None

Motion carried

**BOARD MEETING 10-22-2025 MINUTES APPROVED**

**EXECUTIVE DIRECTORS REPORT:**

Michaela Haberkern updated the board on Eola Express and a plan to add the value of library materials to checkout receipts. She expressed her thanks to Deputy Director Tom Spicer and his work on the board packet while she was away at a conference. In the spirit of the season, Michaela shared a heartwarming story of gratitude and thanksgiving from a customer who shared that she was grateful for the services the library provides, especially how the library always has the book she is looking for.

**POLICY AND PERSONNEL COMMITTEE REPORT:**

Katrina Plonczynski advised the Policy and Personnel Committee met on October 29 to discuss revisions to the Meeting and Study Room Policy, the Internet and Computer Use Policy and the Investment Policy. Both Meeting and Study Room and Investment policies are on the agenda for approval and discussion was deferred to New Business. The Internet and Computer Use Policy will be on the agenda in December. The committee also discussed the policy review schedule. With the new Standards for Public Libraries in place, the committee will review public policies on a three-year revision schedule.

**PUBLIC COMMENTS: None**

**NEW BUSINESS:**

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

Matthew Orr moved, seconded by Kevin O’Neill, to approve the monthly bills in the amount of \$2,477,119.25 and to authorize \$422,273.00. 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 10-16-25 TO 11-12-25 APPROVED**

Fraud Prevention Presentation

Mark Salem presented the board with an overview of the library’s fraud prevention measures and financial controls.

Staffing Report

Michaela Haberkern introduced a staffing report created by Brenda Blough in response to the board’s questions about staffing levels relative to the budget. The report is a snapshot of data which breaks down library staffing in terms of location, full time/part-time, union and nonunion, and open positions and the status of those positions. The board discussed the report and asked to have quarterly updates.

Resolution 2025-03 Transfer to Special Reserve Fund

Resolution No. 2025-03 transferring \$1.35 million from the Corporate Fund to the Special Reserve Fund was presented to the board.

Katrina Plonczynski moved, seconded by Melinda Riddick, to approve Resolution 2025-03 to transfer a portion of the Corporate Fund to the Special Reserve Fund.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**RESOLUTION NO. 2025-03 APPROVED**

Meeting and Study Room Policy

Katrina Plonczynski reviewed suggested revisions to the Meeting and Study Room Policy, mostly language clarifications, updates to strategic plan language, and bringing the “residents or taxpayers” language into alignment with other recently revised policies. The board discussed the changes as well as a provision excluding religious services. Upon consideration, the board suggested revising that provision to clarify that worship services specifically are not eligible meeting room uses.

Matthew Orr moved, seconded by Scott McCleary to approve the Meeting and Study Room Policy as amended in paragraph two, sentence four, to state the library “excludes the use of all facilities for political rallies, religious worship services, private social events, or any activities that materially and substantially interfere with the function, purpose, and mission of the library.”

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**MEETING AND STUDY ROOM POLICY APPROVED AS PRESENTED**

Investment Policy

Katrina Plonczynski reviewed suggested revisions to the Investment Policy, which was also reviewed by the Finance Committee. The changes suggested included simplifying some language, clarifying who is designated as an investment official,

increasing maximum maturities in the Operating Reserve, and increasing the maximum held in money market mutual funds. Policy and Personnel Committee recommends that the board approve this policy.

Scott McCleary moved, seconded by Melinda Riddick, to approve the Investment Policy as presented.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

### **INVESTMENT POLICY APPROVED AS PRESENTED**

#### Library Closed Dates

Michaela discussed the list of library closed dates with the board, with the reminder that most of these days are already approved in the union contract. The library is requesting the board to approve one additional day, September 11, for Staff Development Day.

Scott McCleary moved, seconded by Kevin O'Neill, to approve library closed dates for the calendar year 2026.

All in Favor

Absent: None

Motion carried

### **LIBRARY CLOSED DATES FOR 2026 APPROVED**

#### Board Meeting Dates

Michaela reviewed the ordinance establishing board meeting dates for 2026 with the board. The library is required by law to establish regular board meeting dates, times and locations on an annual basis. This ordinance proposes keeping the current pattern of 6:00 p.m. on the fourth Wednesday of each month except for November and December. Rotation among the branches will continue with some adjustments to account for planned renovations.

Melinda Riddick moved, seconded by Matthew Orr, to approve Ordinance 2025-05 establishing library board meeting dates, times, and locations for the calendar year 2026.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**ORDINANCE 2025-05 ESTABLISHING LIBRARY BOARD MEETING DATES, TIMES  
AND LOCATIONS FOR CALENDAR YEAR 2026 APPROVED**

Adjournment

Matthew Orr moved, seconded by Katrina Plonczynski, the board unanimously voted to adjourn at 6:47 p.m.

All in favor

Motion carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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