

**Aurora Public Library District
Regular Board Meeting
Board of Library Trustees
September 24, 2025**

CALL TO ORDER: 6:00 p.m.

Roll Call

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

Absent: Melinda Riddick

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

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE AUGUST 27, 2025, PUBLIC HEARING:

Katrina Plonczynski moved, seconded by Matthew Orr, the board approved the minutes of the August 27, 2025 public hearing.

All in Favor

Absent: Melinda Riddick

Motion carried

PUBLIC HEARING 8-27-2025 MINUTES APPROVED

MINUTES OF THE AUGUST 27, 2025, BOARD MEETING:

Scott McCleary moved, seconded by Matthew Orr, the board approved the minutes of the August 27, 2025 board meeting.

All in Favor

Absent: Melinda Riddick

Motion carried

BOARD MEETING 8-27-2025 MINUTES APPROVED

MELINDA RIDDICK ARRIVED AT 6:03 P.M.

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern updated the board on the Eola renovations. Eola Express is expected to open on September 29 pending receipt of a temporary occupancy permit from the City of Aurora.

Michaela also reported that in response to public comment at the August board meeting, the library has partnered with the Workforce Development Board to place jobseeker kiosks at both West Branch and the Santori Library.

POLICY AND PERSONNEL REPORT:

Katrina Plonczynski reported that the Policy and Personnel Committee met on September 10, 2025 to discuss revisions to the Collection Policy and the Identity Protection Policy. Both items are on the agenda for approval and discussion was deferred to New Business. The committee also discussed the policy review schedule, and initiated discussion on an AI policy.

FINANCE COMMITTEE REPORT:

Melinda Riddick reported that the Finance Committee met on September 11, 2025 to discuss the Resolution to Determine Estimate of Funds Needed, the draft Tax Levy Ordinance, the income statement reports and new reports for construction expenditures from the Special Reserve. The Resolution to Determine Estimate of Funds Needed and the Levy are on the agenda and discussion was deferred to New Business. The committee heard from Mark Salem on his discussions with Tyler Technologies regarding resolving the income statement reporting issues, and the new reports on construction expenditures are in the board packet.

PUBLIC COMMENTS: None

NEW BUSINESS:Approval of August/September 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 September 2025 expenses and provided answers to the board's questions.

Scott McCleary moved, seconded by Matthew Orr, to approve the monthly expenditures as listed on the Authorization Sheet for the period August 23, 2025 to September 19, 2025, in the amount of \$1,867,262.5 and to authorize construction expenses in the amount of \$574,299.

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 8-23-25 TO 9-19-25 APPROVED

Database Update

Himanshu Trivedi, Senior Manager of Digital Services, addressed the board on the online database resources the library provides for the community.

Strategic Plan Update

Michaela Haberkern updated the board on strategic plan activities completed and in progress for FY25, and gave a preview of the planned activities for FY26.

Collection Development Policy

Katrina Plonczynski reported that the Policy and Personnel Committee reviewed the Collection Development Policy at the September 10 committee meeting. Staff proposed changes to the Local Author, Donations, and Collection Suggestion sections, as well as language clarifications and updates to strategic plan language. Policy and Personnel Committee recommends that the board approve the revisions to this policy.

A trustee suggested adding taxpayer language to the Collection Suggestion section, to mirror language in other parts of the policy and after discussion the board was in general agreement.

Scott McCleary moved, seconded by Kevin O'Neill, to approve the revisions to the Collection Development Policy as corrected.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

COLLECTION DEVELOPMENT POLICY REVISIONS APPROVED AS CORRECTED

Identity Protection Policy

Policy and Personnel Committee also reviewed the Identity Protection Policy at the September 10 meeting and Katrina Plonczynski related the committee’s discussions to the board. This policy closely tracks Illinois law and as the law has not changed staff did not suggest any revisions to the committee. Policy and Personnel Committee recommends the board approve this policy as presented.

Kevin O’Neill moved, seconded by Scott McCleary, to approve the Identity Protection 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

IDENTITY PROTECTION POLICY APPROVED AS PRESENTED

Resolution to Determine Estimate of Funds Needed

Melinda Riddick discussed the Certified Estimate of Revenues with the board, noting that the amount in the resolution is a 4.9% increase over the previous years’ extension. Finance Committee recommends that the board approve the Resolution.

Katrina Plonczynski moved, seconded by Scott McCleary, to approve Resolution 2025-02, the Resolution to Determine Estimate of Funds Needed.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED APPROVED

Draft Tax Levy Ordinance

Melinda Riddick introduced the draft Tax Levy Ordinance to the board, noting that it reflects a 4.9% increase to the previous year’s extension. Finance Committee believes this increase to be sufficient to ensure that the library receives all the

revenue to which it is entitled, and which is necessary to provide service at current levels as well as make needed and planned improvements. The Tax Levy Ordinance will be on the agenda for approval at the October meeting of the full board.

Adjournment to Executive Session

Scott McCleary moved, seconded by Katrina Plonczynski, to adjourn to executive session at 7:02 p.m. to discuss semi-annual review of executive session minutes (5 ILCS 120/2(c)(21)) and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)).

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

EXECUTIVE SESSION APPROVED

Adjournment of Executive Session

Scott McCleary moved, seconded by Melinda Riddick, the board voted unanimously by roll call to adjourn the executive session at 7:31 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

EXECUTIVE SESSION ADJOURNED

Return to Open Session

Katrina Plonczynski moved, seconded by Kevin O'Neill, to return to Open Session at 7:33 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried.

MOTION TO RETURN TO OPEN SESSION APPROVED

Approval of Release of Executive Session Minutes

Scott McCleary moved, seconded by Katrina Plonczynski, to approve the release for public inspection of the minutes of the September 25, 2024 and the March 26, 2025 executive session meetings. The board finds that for reasons of personal privacy or protection of the public interest the need for confidentiality still exists for the minutes of the August 27, 2025 executive session meeting and as such those will be kept confidential at this time.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

THE MINUTES OF THE SEPTEMBER 25, 2025 AND THE MARCH 26, 2025 EXECUTIVE SESSION MEETING ARE HEREBY RELEASED FOR PUBLIC INSPECTION

Executive Director Compensation

Scott McCleary moved, seconded by Melinda Riddick, to approve an increase in the amount of 4.75% for Michaela Haberkern, the executive director of the Aurora Public Library District, effective October 1, 2025.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

Adjournment

Matthew Orr moved, seconded by Scott McCleary, the board unanimously voted to adjourn at 7:35 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**