AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 23, 2026
RICHARD AND GINA SANTORI PUBLIC LIBRARY
ROOM N224 DOLAN FAMILY TEEN PROGRAM ROOM

CALL TO ORDER: 6:01 p.m.
Roll Call
Present: Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Matthew Orr, Joseph Sánchez, and Cassandra White

Also, present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Director of Neighborhood Services Heather Sturm, Director of Human Resources Brenda Blough, Communications Director Miriam Meza-Gotto, Finance Manager Mark Salem, Foundation Manager Jordan Lesniak, and Executive Administrative Assistant Detra N. Davis

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE AUGUST 26, 2026, PUBLIC HEARING ON THE BUDGET AND APPROPRIATIONS ORDINANCE:
Scott McCleary moved, seconded by Melinda Riddick, to approve the August 26, 2026, public hearing minutes.

Roll call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

PUBLIC HEARING MINUTES FOR AUGUST 26, 2026, APPROVED

MINUTES OF THE AUGUST 26, 2026, BOARD MEETING:
Scott McCleary moved, seconded by Melinda Riddick, to approve the August 26, 2026, board meeting minutes.

Roll call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

STAFF AND COMMITTEE REPORTS:

Executive Director's Report

Michaela Haberkern gave a brief update on branch renovations. Furniture delivery begins at Eola Road Branch on October 1, 2026, and will take 28 business days for delivery, assembly, and installation. On the West Side, the library is working through the contract with Lite Construction and has set up an introductory meeting with them.

FINANCE COMMITTEE REPORT

Melinda Riddick stated the Finance Committee met on September 14, 2026 to discuss the Resolution to Determine Estimate of Funds Needed and the Tax Levy Ordinance and deferred discussion to New Business. She went on to report that the Finance Committee reviewed the Investment Policy and the Reserves and Accumulation of Funds Policy, and that the committee referred those documents to the Policy and Personnel Committee for their review.

POLICY AND PERSONNEL COMMITTEE REPORT

Ash Draighean stated the Policy and Personnel Committee met on September 15, 2026, to complete the review of the Employee Handbook, and to review the Community History Collection Development Policy, the Investment Policy, and the Reserves and Accumulation of Funds Policy.

The Employee Handbook policies are in New Business and discussion was deferred until that time. The committee asked staff for further review of the Community History Collection Development Policy and will review again at a later date. The committee also reviewed the Investment Policy and the Reserves and Accumulation of Funds Policy; these will be on the board's agenda in October.

PUBLIC COMMENTS: None

NEW BUSINESS

APPROVAL OF THE AUGUST/SEPTEMBER BILLS

Finance Manager Mark Salem updated the board with an overview of the library's current financial position, including expenditures, investments, and revenue. Mark confirmed the September 2026 expenses and provided answers to the Board of Trustees' questions.

Scott McCleary moved, seconded by Ash Draighean, to approve the monthly expenditures as listed on the Authorization Sheet for the Period from August 20, 2026, through September 16, 2026, in the amount of $1,695,843.55 and authorize up to $414,118.72 in construction costs.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

PAYMENT OF BILLS 8-20-26 TO 9-16-26 APPROVED

FOUNDATION UPDATE
Foundation Manager Jordan Lesniak gave an update on the Foundation's activities. He reviewed the Foundation's fundraising success over the last year and informed the board of upcoming events. Jordan went on to discuss transitions on the Foundation's board, and thanked donors, partners, and volunteers for investing in the Foundation and the library.

STAFF DEVELOPMENT AND CONTINUING EDUCATION
Deputy Director Tom Spicer reviewed the library's commitment to staff development with the board, outlining some of the many opportunities available to staff, and answering questions about how funds are allotted and who is eligible for training opportunities.

FY27 TAX LEVY ORDINANCE
Melinda Riddick reviewed the FY27 Tax Levy Ordinance with the board. The ordinance reflects the committee's consensus that it is in the best interests of the library to levy to keep up with inflation and to capture new growth. The levy includes an increase of 4.9% over this year's extension: 2.7% is the 2025 CPI and 2.2% is to account for new growth. Melinda reminded the board that the counties will assess what the library is actually entitled to, when all the information is available and before tax bills go out next spring. The Tax Levy Ordinance will be on the agenda for approval in October.

FY27 RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED
Melinda Riddick stated the Resolution to Determine Estimate of Funds Needed is legally required and must be passed at least 20 days before the tax levy is approved. The Estimate reflects the amount that we expect to levy, and we levy what we expect to need.
The Finance Committee recommends that the board approve this resolution.

Ash Draighean moved, seconded by Scott McCleary, to approve the Resolution to Determine Estimate of Funds Needed.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

FY27 RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED APPROVED

EMPLOYEE HANDBOOK: AI POLICY

Ash Draighean informed the board that the AI policy is a new policy in the Employee Handbook. It gives general guidelines to staff as to how and when they may use AI at work, how they are responsible for review and verification, and how they must acknowledge when they are using AI in their work. The board discussed that this policy may need frequent review as the technology evolves, and commented that the policy seems to be an appropriate length for effective use. Policy and Personnel Committee recommends the board approve this policy.

Motion by Scott McCleary, seconded by Melinda Riddick, to approve the Employee Handbook: AI Policy.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

POLICY APPROVED

EMPLOYEE HANDBOOK: TUITION ASSISTANCE POLICY

Ash stated this policy is unchanged except for the addition of submission deadlines, which is to help promote equitable and timely distribution of funds. Policy and Personnel Committee recommends the board approve this policy.

Motion by Melinda Riddick, seconded by Scott McCleary, to approve the Employee Handbook: Tuition Assistance Policy.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

POLICY REVISION APPROVED

EMPLOYEE HANDBOOK: VESSA POLICY (VICTIMS' ECONOMIC SECURITY AND SAFETY ACT)

Ash discussed the VESSA Policy with the board. VESSA is an Illinois law and the addition of this policy to the Handbook should help staff know what protection it gives them, and to encourage them to start the conversation with HR if they qualify. Policy and Personnel Committee recommends the board approve this policy.

Motion by Scott McCleary, seconded by Melinda Riddick, to approve the Employee Handbook: VESSA Policy.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick

Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

POLICY APPROVED

FY27 PAY RANGES AND GRADE ASSIGNMENTS-NON BARGANING UNIT
Brenda Blough discussed updates to the pay ranges and grade assignments of non-bargaining unit staff, and recommended a 3.5% increase to the pay ranges based on benchmarking and local best practices.

Motion by Scott McCleary, seconded by Ash Draighean, to approve the FY27 Pay Ranges and Grade Assignments-Non-Bargaining Unit.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

FY27 PAY RANGES AND GRADE ASSIGNMENTS-NON BARGINING UNIT APPROVED

ADJOURN TO EXECUTIVE SESSION
Ash Draighean moved, seconded by Scott McCleary, to adjourn to executive session at 6:45 p.m.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

EXECUTIVE SESSION APPROVED

RETURN TO OPEN SESSION
Scott McCleary moved, seconded by Melinda Riddick, to return to open session 6:51 p.m.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

MOTION TO RETURN TO OPEN SESSION APPROVED

APPROVAL OF RELEASE OF SOME EXECUTIVE SESSION MINUTES
Ash Draighean moved, seconded by Melinda Riddick, to approve the full release for public inspection of the minutes of the March 21, 2026 executive session, and for the partial release for public inspection the minutes of the March 25, 2026. The board finds that for reasons of personal privacy or protection of the public interest the need for confidentiality still exists for portions of those minutes, and as such those will be kept confidential at this time.

Roll Call on motion:
Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, and Melinda Riddick
Absent: Trustees Matthew Orr, Joseph Sánchez, and Cassandra White
Motion Carried

RELEASE FOR PUBLIC INSPECTION APPROVED

ADJOURNMENT
Ash Draighean moved, seconded by Scott McCleary, to adjourn the meeting at 6:52 p.m.

All in favor
Motion Carried

ADJOURNMENT
CERTIFIED TO BE A TRUE COPY

_____
Joseph Sánchez, Board Secretary

_____
Date