

**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
AUGUST 26, 2026
RICHARD AND GINA SANTORI PUBLIC LIBRARY
ROOM N224 DOLAN FAMILY TEEN PROGRAM ROOM**

CALL TO ORDER: 6:03 p.m.

Roll Call

Present: Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

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

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE JULY 22, 2026, BOARD MEETING:

Scott McCleary moved, seconded by Cassandra White to approve the minutes of the July 22, 2026, board meeting.

Roll call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

Motion Carried

BOARD MEETING MINUTES FOR JULY 22, 2026, APPROVED

STAFF AND COMMITTEE REPORTS:

Executive Director's Report

Michaela Haberkern informed the board of the 10th anniversary of an important community partner, OnInMath. She also spoke about a field trip to the DuPage Children's Museum to see their respite room and gain insights; this will inform decisions about the Calming Corner at the renovated Eola Road Branch. Finally, she told the board about a very happy interlibrary loan customer in Greece, who obtained a copy of a rare piece of music from the library's collection.

POLICY AND PERSONNEL COMMITTEE REPORT

Ash Draighean informed the Trustees that the Policy and Personnel Committee met on July 28, 2026, to continue reviewing the Employee Handbook. The Committee looked at the Social Media Policy, the Introductory Period/Probationary Period Policy, the Emergency Closings Policy, the Attendance Policy, the Performance Expectations Policy, and the Vacation Time Policy. Discussion was deferred to New Business.

Ash Draighean stated the Committee is almost finished with their review of the handbook, and there are one public policy and two finance policies that they will review before the end of the year.

BUILDINGS AND GROUNDS COMMITTEE REPORT

Matthew Orr informed the Board of Trustees that the Buildings and Grounds Committee met on August 20, 2026, to review the bids for the West Branch Renovation and Addition with Studio GC, and to hear their recommendation for a general contractor. The Committee recommends that the board accept Lite Construction.

Further discussion was deferred to New Business.

PUBLIC COMMENTS: One community member thanked the Board of Trustees for their work.

APPROVAL OF THE JULY/AUGUST 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 July 2026 expenses and provided answers to the Board of Trustees' questions.

Matthew Orr moved, seconded by Cassandra White to approve the monthly expenditures as listed on the Authorization Sheet for the Period from July 18, 2026, through August 19, 2026, in the amount of \$1,562,304.43 and authorize up to \$456,183.07 in construction costs.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

Motion Carried

PAYMENT OF BILLS 7-18-26 TO 8-19-26 APPROVED

GENERAL CONTRACTOR

Craig Meadows of Studio GC reviewed the process of selecting a general contractor for the West Branch renovation and addition. After discussion, it was determined that the Board of

Trustees should select Lite Construction as the general contractor for the renovation and addition.

Matthew Orr moved, seconded by Melinda Riddick, to name Lite Construction as its general contractor for the West Branch Addition and Renovation project.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

Motion Carried

GENERAL CONTRACTOR APPROVED

SECURITY SERVICES UPDATE

Security Services Manager Bernie Keegan updated the board on security protocols in the library. He discussed the success of various new measures and answered the board's questions about metrics and the performance of the library's contracted security firm.

FY27 BUDGET AND APPROPRIATIONS ORDINANCE

The Budget and Appropriations Ordinance was briefly discussed. Melinda Riddick stated that, according to the Calendar of Financial Ordinances, and following committee review, discussion at the July meeting, and the required public hearing, the board should approve the Budget and Appropriations Ordinance in its final form.

Scott McCleary moved, seconded by Ash Draighean to approve the Budget and Appropriations Ordinance.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

Motion Carried

FY27 BUDGET AND APPROPRIATIONS ORDINANCE APPROVED

FY27 CERTIFIED ESTIMATE OF REVENUES

Melinda Riddick reminded the board that the Certified Estimate of Revenues was on the agenda for discussion last month and should be approved with the Budget and Appropriations Ordinance at this time.

Scott McCleary moved, seconded by Matthew Orr to approve the FY27 Certified Estimate of Revenues.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White
Absent: None
Motion Carried

FY27 CERTIFIED ESTIMATE OF REVENUES APPROVED

EMPLOYEE HANDBOOK: SOCIAL MEDIA POLICY

Ash Draighean informed the Trustees that the Committee incorporated all the changes discussed at the June board meeting, as well as minor adjustments suggested by the library's employment law attorney Bobbie Holzwarth.

Motion by Cassandra White, seconded by Scott McCleary, to approve the Employee Handbook: Social Media Policy.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White
Absent: None
Motion Carried

POLICY REVISION APPROVED

EMPLOYEE HANDBOOK: INTRODUCTORY/PROBATIONARY PERIOD POLICY

Ash stated the Committee looked at this policy again, after the lawyer reviewed it in another context for Brenda Blough, the Director of Human Resources, and suggested the clarifications in the board packet.

Motion by Scott McCleary, seconded by Matthew Orr, to approve the Employee Handbook: Introductory/Probationary Period Policy.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White
Absent: None
Motion Carried

POLICY REVISION APPROVED

EMPLOYEE HANDBOOK: EMERGENCY CLOSING POLICY

Ash said that this policy was re-organized to make the policy easier to understand and implement. She went on to say that there are no substantial changes proposed to the way the library deals with emergency closings.

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

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

Motion Carried

POLICY REVISION APPROVED

EMPLOYEE HANDBOOK: ATTENDANCE POLICY

Ash stated that the changes to this policy make the language friendlier and address when staff should talk to HR about FMLA. Trustees discussed the word termination in this context and HR Director Brenda Blough explained that it is standard language.

Scott McCleary moved, seconded by Melinda Riddick, to approve the Employee Handbook: Attendance Policy.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

Motion Carried

POLICY REVISION APPROVED

EMPLOYEE HANDBOOK: PERFORMANCE EXPECTATIONS POLICY

Ash discussed the Performance Expectations Policy. These revisions include additional information about setting expectations, training, and coaching. The board discussed performance reviews and suggested that there be an added period after the last bullet point.

Motion by Cassandra White, seconded by Matthew Orr, to approve the Employee Handbook: Performance Expectations Policy as corrected.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

Motion Carried

POLICY REVISION APPROVED

EMPLOYEE HANDBOOK: VACATION TIME POLICY

Ash discussed the Vacation Time Policy with the board. Ash stated that the revisions were minor and were intended to make the language friendlier and to clarify use of vacation time for exempt staff.

Scott McCleary moved, seconded by Matthew Orr, to approve the Employee Handbook: Vacation Time Policy.

Roll Call on motion:

Yes: Trustees Ash Draighean, Joe Filapek, Scott McCleary, Matthew Orr, Melinda Riddick, Joseph Sánchez, and Cassandra White

Absent: None

Motion Carried

POLICY REVISION APPROVED

ADJOURNMENT

Ash Draighean moved, seconded by Melinda Riddick, to adjourn the meeting at 6:52 p.m. The board voted unanimously in favor of the motion.

All in favor

Motion Carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**
