



**AURORA PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
BOARD OF LIBRARY TRUSTEES  
November 17, 2021**

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

Present: Trustees Ryan Cytryn, Joe Filapek, Paul LaTour, Matthew Orr, Suzanne Stegeman

Absent: Sandeep Londhe

Late arrival: Melinda Riddick

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Director of Neighborhood Services Heather Sturm, Finance Manager Shelby Pratt, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, Eola Road Branch Manager Krista Danis and Administrative Assistant Kim Gautschi

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

**MINUTES OF OCTOBER 27, 2021 BOARD MEETING:**

Ryan Cytryn moved, seconded by Matthew Orr, the board voted unanimously to approve the minutes of the October 27, 2021 Board Meeting as corrected.

All in Favor

Motion Carried

**BOARD MEETING 10-27-2021 MINUTES APPROVED AS CORRECTED**

**EXECUTIVE DIRECTOR'S REPORT:** The Foundation's annual gala is scheduled for December 4. As a government employer of more than 100 in a state with an "approved plan", the OSHA Emergency Temporary Standard, the vaccine mandate is expected to apply to the library. We will begin collecting documentation from our staff soon and plan to have a policy in place per the law. A recent survey indicates that library staff are at 92% fully vaccinated.

**STRATEGIC PLAN UPDATE:** Michaela reviewed the strategic plan for the board, including the changes incorporated in early 2021. The plan runs through June 2022.

**SPECIAL EVENTS & PROGRAMMING UPDATE:** Eola Road Branch Manager Krista Danis presented *2021 Programming Plan and Beyond*. Krista was until very recently the Events and Program Manager. The library hosts special events and programming to attract people to the library, to increase access to resources and to address diverse information needs. The program plan's goals are to decrease the number of programs while increasing customer/community impact; to coordinate programs and events at different locations to avoid duplication; and to align programming efforts with the strategic plan.

**BUILDING AND GROUNDS COMMITTEE REPORT:** Suzanne Stegeman reported the Buildings and Grounds Committee met on November 9, 2021. Rick McCarthy of Studio GC joined the committee to talk about his proposal and to answer questions. The committee recommends that the full board accept the proposal.

**FINANCE COMMITTEE REPORT:** Melinda Riddick reported the Finance Committee met on November 11, 2021 to discuss the library's financial position in terms of our current operating reserve as well a transfer to the special

reserve. The committee discussed the investment of library funds and the financial reports that they see in their board packets. The committee recommends that the full board approve a transfer of \$700,000 from the operating fund to the Special Reserve Fund, and that the full board approve the transfer of more funds into interest-bearing accounts.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

Shelby Pratt, Finance Manager, gave the board an overview of the library's current financial position and explained the current expenditure reports to the board.

Approval of October-November Bills

Suzanne Stegeman moved, seconded by Ryan Cytryn to approve the monthly expenditures as listed on the Authorization Sheet for the period October 28, 2021 to November 12, 2021 in the amount of \$668,122.78.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: Sandeep Londhe

Motion Carried

**PAYMENT OF BILLS 10-28-21 TO 11-17-21 APPROVED**

ILLINOIS LIBRARIES PRESENT INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING OF LIBRARY PROGRAMS, EVENTS AND SERVICES

This intergovernmental agreement formalizes our relationship to a group of other libraries that share costs for joint programming.

Matthew Orr moved, seconded by Paul LaTour to approve the Illinois Libraries Intergovernmental Agreement For Joint Purchasing of Library Programs, Events and Services.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: Londhe

Motion Carried

**ILLINOIS LIBRARIES INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING OF LIBRARY PROGRAMS, EVENTS AND SERVICES**

Architectural Services Proposal

The Building and Grounds Committee recommends the full board approve the Architectural Services Proposal submitted by Studio GC.

Melinda Riddick moved, seconded by Matthew Orr to approve the Architectural Services Proposal submitted by Studio GC.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Orr, Riddick, Stegeman

No: None

Abstain: None  
Absent: Londhe  
Motion Carried

**ARCHITECTURAL SERVICES PROPOSAL SUBMITTED BY STUDIO GC APPROVED**

Transfer to Special Reserve

Ryan Cytryn moved, seconded by Suzanne Stegeman to approve Resolution 2021-04, to transfer \$700,000 of the Corporate Fund Balance to the Special Reserve Fund.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: Londhe

Motion Carried

**RESOLUTION 2021-04 TO TRANSFER \$700,000 OF THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE FUND APPROVED**

Investment Strategy

Paul LaTour moved, seconded by Ryan Cytryn, to approve the Investment Strategy as recommended by the Finance Committee.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: Londhe

Motion Carried

**THE INVESTMENT STRATEGY APPROVED**

CLOSED DATES 2022

Suzanne Stegeman moved, seconded by Melinda Riddick to approve the library closed dates for calendar year 2022.

All in favor

Motion Carried

**LIBRARY CLOSED DATES FOR CALENDAR YEAR 2022 APPROVED**

BOARD MEETING DATES

Paul LaTour moved, seconded by Suzanne Stegeman to approve Ordinance 2021-7, establishing library board meeting dates for calendar year 2022.

All in favor

Motion Carried

**LIBRARY BOARD MEETINGS DATES FOR CALENDAR YEAR 2022 APPROVED**

APPROVAL OF MINUTES OF THE OCTOBER 27, 2021 EXECUTIVE SESSION

Ryan Cytryn moved, seconded by Suzanne Stegeman, the board voted to approve the minutes of the October 27, 2021 Executive Session Meeting.

All in favor

Motion carried

**MINUTES OF OCTOBER 27, 2021, EXECUTIVE SESSION MINUTES APPROVED**

**ADJOURNMENT**

Paul LaTour moved, seconded by Suzanne Stegeman, the board voted unanimously to adjourn at 7:27 p.m.

All in favor

Motion carried

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Trustees

Kg