



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
September 28, 2022**

CALL TO ORDER: 6:01 p.m.

Present: Trustees Ryan Cytryn, Joe Filapek, Paul LaTour, Melinda Riddick, Suzanne Stegeman

Absent: Sandeep Londhe and Matthew Orr

Also present were Executive Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Finance Manager Mark Salem, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, Senior Manager of Children's Services Monica Boyer, and Administrative Assistant Robyn Beebee

ADDITIONS/CHANGES TO THE AGENDA: Finance Committee Chair Melinda Riddick requested that the agenda item titled the Investment Strategy Approval be removed from the agenda, pending continuing discussion at the committee level.

MINUTES OF THE AUGUST 31, 2022 PUBLIC HEARING ON THE BUDGET AND APPROPRIATIONS ORDINANCE:

Melinda Riddick moved, seconded by Paul LaTour, the board approved the minutes of the August 31, 2022 public hearing on the Budget and Appropriations Ordinance.

All in Favor

Absent: Londhe, Orr

Motion Carried

PUBLIC HEARING 8-31-2022 MINUTES APPROVED

MINUTES OF THE AUGUST 31, 2022 BOARD MEETING:

Paul LaTour moved, seconded by Suzanne Stegeman, the board approved the minutes of the August 31, 2022 board meeting.

All in Favor

Absent: Londhe, Orr

Motion Carried

BOARD MEETING 8-31-2022 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela updated the board on several upcoming programs and reminded trustees of the annual Foundation Gala scheduled for December 3.

FINANCE COMMITTEE REPORT:

Melinda Riddick reported that the Finance Committee met on September 20 to discuss the library's investment strategy, the Resolution to Determine Estimate of Funds Needed, and the draft Levy Ordinance. Detailed discussion of these items was deferred to New Business.

POLICY AND PERSONNEL COMMITTEE REPORT: Paul LaTour reported the Policy and Personnel Committee met on September 21 to continue the process of reviewing the Employee Handbook. The committee reviewed the changes we made to the emergency closing, sick time, bereavement leave, retirement, separation from employment, and hiring of relatives sections. The committee discussed the guidelines for conduct and dress code, the sexual harassment and bullying sections, FMLA, Reasonable Accommodation process, and Whistleblower provisions. The committee is on track to bring the whole handbook to the full board in December or January.

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.

Ryan Cytryn moved, seconded by Paul LaTour to approve the monthly expenditures as listed on the Authorization Sheet for the period August 31, 2022 to September 28, 2022 in the amount of \$833,324.52.

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Riddick, Stegeman

No: None

Abstain: None

Absent: Londhe, Orr

Motion Carried

PAYMENT OF BILLS 8-31-22 TO 9-28-22 APPROVED

Services to Children Update

Senior Manager of Children's Services Monica Boyer gave the board an overview of the Summer Reading Challenge.

FY22 Annual Report

Miriam gave an overview of the FY22 Annual Report. The report will be published on the website and disseminated to community partners.

Investment Strategy

Removed from agenda.

Investment Policy Revisions

Michaela reviewed minor proposed changes to the Investment Policy with the board. After some discussion, the revisions were tabled pending Policy and Personnel Committee Review.

Resolution to Determine Estimate of Funds Needed

Melinda reviewed the Resolution to Determine Estimate of Funds Needed with the board, pointing out that the funds needed reflect a 7% increase over this year's extension. The Finance Committee recommends that the full board adopt and approve the Resolution to Determine Estimate of Funds Needed.

Suzanne Stegeman moved, Paul LaTour seconded to approve Resolution 2022-02 to Determine Estimate of Funds.

Roll call on motion:

Yes: Cytryn, Filapek, LaTour, Riddick, Stegeman

No: None
Abstain: None
Absent: Londhe, Orr
Motion Carried

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED APPROVED

Draft Levy

Melinda gave an overview of the draft levy. She noted that the levy is the same amount as seen in the Estimate of Funds Needed. The Levy Ordinance will be before the full board for approval in October.

Studio GC Report

Joe opened the floor for discussion of last month's draft master plan presentation by Rick McCarthy of Studio GC. Trustees discussed visual signatures, the use of outside space, and possible logistical challenges presented by our shared facility at Eola Road Branch.

EXECUTIVE SESSION

Ryan Cytryn moved, seconded by Melinda Riddick, to adjourn to Executive Session at 7:00 p.m. to discuss the semi-annual review of executive session minutes (5 ILCS 120/2(c)(21)).

Roll call on motion:

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

No: none

Abstain: None

Absent: Londhe, Orr

Motion carried

EXECUTIVE SESSION APPROVED

ADJOURN EXECUTIVE SESSION

On a motion by Suzanne Stegeman, seconded by Melinda Riddick, the board voted unanimously by roll call to adjourn executive session at 7:04 p.m.

Roll call on motion:

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

No: none

Abstain: None

Absent: Londhe, Orr

Motion carried

EXECUTIVE SESSION ADJOURNED

RETURN TO OPEN SESSION

Ryan Cytryn moved, seconded by Paul LaTour to return to Open Session at 7:05 p.m.

Roll call on motion:

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

No: none

Abstain: None

Absent: Londhe, Orr

Motion carried

MOTION TO RETURN TO OPEN SESSION APPROVED

APPROVAL TO RELEASE PORTIONS OF THE MINUTES OF EXECUTIVE SESSION MINUTES

On a motion by Suzanne Stegeman, seconded by Paul LaTour, the board voted to keep confidential the executive session minutes for March 23, 2022. The board finds that the need for confidentiality still exists for those minutes and therefore no part of those minutes will be released.

Roll call on motion:

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

No: none

Abstain: None

Absent: Londhe, Orr

Motion carried

MOTION TO MAINTAIN CONFIDENTIALITY APPROVED

ADJOURNMENT

Paul LaTour moved, seconded by Ryan Cytryn, the board voted unanimously to adjourn at 7:07 p.m.

All in favor

Absent: Londhe, Orr

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees