



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
MARCH 23, 2022**

CALL TO ORDER: 6:00 p.m.

Present: Trustees Ryan Cytryn, Joe Filapek, Paul LaTour, Sandeep Londhe, Matthew Orr, Melinda Riddick, Suzanne Stegeman

Absent: None

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

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE FEBUARY 23, 2022 BOARD MEETING:

Sandeep Londhe moved, seconded by Matthew Orr, the board voted unanimously to approve the minutes of the February 23, 2022, Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 2-23-2022 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern commented on the number of positions open at the library. Staff have been working with StudioGC on the staff and public input process for space planning. Staff are also working on the paperwork for the grants announced at our last meeting and working with the grant coordinator with the Department of Commerce and Economic Opportunity.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on March 9 to discuss the concept of a Juneteenth floating holiday for staff and revisions to the Solicitation Policy and will discuss under new business.

PUBLIC COMMENTS: One community member spoke.

NEW BUSINESS:

Approval of February-March Bills

Finance Manager, Mark Salem, updated the board an overview of the library's current financial position and expenditures.

Paul LaTour moved, seconded by Suzanne Stegeman to approve the monthly expenditures as listed on the Authorization Sheet for the period February 24, 2022 to March 23, 2022 in the amount of \$1,047,021.45.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

PAYMENT OF BILLS 2-24-22 TO 3-23-22 APPROVED

Services to Teens Update

Teen Librarians Flannery Crump and Phoebe Metz joined the board to highlight the services that the library offers to teens.

Juneteenth

The Policy & Personnel Committee recommends that the full board approve the addition of Juneteenth floating holiday for staff. The committee felt honoring this important day in American history is a reflection of our commitment to equity, diversity and inclusion while keeping the library open to help the community commemorate the holiday.

Matthew Orr moved, seconded by Melinda Riddick to approve the addition of a floating holiday honoring Juneteenth.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

JUNETEENTH FLOATING HOLIDAY APPROVED

Solicitation and Public Notice Policy

The Policy & Personnel Committee recommends that the full board approve the revisions to the Solicitation and Notice Policy. This is a light revision to the policy that was previously approved and has been reviewed and approved by our general counsel.

Sandeep Londhe moved, seconded by Paul LaTour, the board voted unanimously to approve the Solicitation and Public Notice Policy as presented.

All in Favor

Motion Carried

SOLICITATION AND PUBLIC NOTICE POLICY APPROVED

Master Agreement Between Library and StudioGC

This agreement allows the library to hire Studio GC on a project basis, with the hourly rates agreed to, for items outside the scope of the space plan.

Melinda Riddick moved, seconded by Suzanne Stegeman, the board voted unanimously to approve the Master Agreement Between Library and StudioGC.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

MASTER AGREEMENT BETWEEN LIBRARY AND STUDIO GC APPROVED

FY2020 Stub Year Audit

Paul LaTour moved, seconded by Matthew Orr, to approve the FY2020 Stub Year Audit.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

FY2020 STUB YEAR AUDIT APPROVED

FY2020/2021 Audit

Sandeep Londhe moved, seconded by Ryan Cytryn, to approve the FY2020/2021 Audit.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

FY2020/2021 STUB YEAR AUDIT APPROVED

Treasurer's Report

Michaela reminded the board that as a library district, we are required to prepare and file a Treasurer's Report along with the audit with the Comptroller and the counties.

Suzanne Stegeman moved, seconded by Paul LaTour,

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

TREASURER'S REPORT APPROVED

Annexation of Property – Ordinance 2022-1

When the City annexes new property, the developer is asked to petition to be annexed to the library district as well.

Paul LaTour moved, seconded by Matthew Orr to adopt Ordinance 2022-1 annexing 4.84 acres of property at the northwest corner of Sunrise and Meridian Road to the Aurora Public Library District.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

ORDINANCE 2022-1 ANNEXING 4.84 ACRES OF PROPERTY AT NORTHWEST CORNER OF SUNRISE ROAD AND MERIDIAN ROAD APPROVED

EXECUTIVE SESSION

Ryan Cytryn moved, seconded by Melina Riddick, to adjourn to Executive Session at 7:21 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, Londhe, Orr, Riddick, Stegeman

No: none

Abstain: None

Absent: None

Motion carried

EXECUTIVE SESSION APPROVED

ADJOURN EXECUTIVE SESSION

On a motion by Suzanne Stegeman, seconded by Paul LaTour, the board voted unanimously by roll call to adjourn executive session at 7:26 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

ADJOURNED EXECUTIVE SESSION APPROVED

RETURN TO OPEN SESSION

Matthew Orr moved, seconded by Paul LaTour to return to Open Session at 7:27 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

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 Ryan Cytryn, the board voted unanimously to release for public inspection parts of the executive session minutes for October 27, 2021. The need for confidentiality still exists for the minutes of the September 22, 2021 minutes and that no part of those minutes will be released. Released executive session minutes will contain the agreed redactions and will be available for public inspection in the administrative offices and published on the library's website.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion carried

APPROVAL OF RELEASE OF PORTIONS OF THE MINUTES, EXECUTIVE SESSION MINUTES

ADJOURNMENT

Paul LaTour moved, seconded by Sandeep Londhe, the board voted unanimously to adjourn at 7:28 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees

Kg