



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
August 31, 2022**

CALL TO ORDER: 6:04 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, Finance Manager Mark Salem, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, Director of Neighborhood Services Heather Sturm, Foundation Manager Laura Stoney and Administrative Assistant Robyn Beebee

ADDITIONS/CHANGES TO THE AGENDA:

MINUTES OF THE JULY 27, 2022 BOARD MEETING:

With two changes Ryan Cytryn moved, seconded by Matthew Orr, the board voted unanimously to approve the minutes of the July 27, 2022 board meeting as corrected.

All in Favor

Motion Carried

BOARD MEETING 7-27-2022 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT:

Michaela reported the CAPE Con was held this past weekend and was a success. Michaela reported that the IPLAR has been completed and is on the library's website.

FINANCE COMMITTEE REPORT: Melinda Riddick reported that the Finance Committee met on July 19 to discuss the Budget and Appropriations Ordinance in final form and the Certified Estimate of Revenues by Source. Discussion was deferred to New Business.

POLICY AND PERSONNEL COMMITTEE REPORT: Paul LaTour reported the Policy and Personnel Committee met on August 11 to continue the process of reviewing the Employee Handbook. The committee reviewed the changes discussed at the July meeting and took a first look at the hiring of relatives, emergency closing, sick leave, bereavement leave, retirement, and separation from employment sections. The committee is on track to bring the entire handbook to the board for approval in December 2022 or January 2023.

PUBLIC COMMENTS: One community member spoke to the board regarding the extension of the library hours.

NEW BUSINESS:

Approval of July-August Bills

Finance Manager Mark Salem updated the board with an overview of the library's current financial position and expenditures. Mark answered questions about expenditures for OCLC, Hootsuite, Coffman Truck Sales, and Maul Paving.

Ryan Cytryn moved, seconded by Paul LaTour to approve the monthly expenditures as listed on the Authorization Sheet for the period July 28, 2022 to August 31, 2022 in the amount of \$912,379.58.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

PAYMENT OF BILLS 7-28-22 TO 8-31-22 APPROVED

Adoption of Budget and Appropriations Ordinance in Final Form

Melinda Riddick outlined the Budget and Appropriations Ordinance in Final Form. The Finance Committee recommends that the full board adopt this ordinance.

Sandeep Londhe moved, Ryan Cytryn seconded to approve the Budget and Appropriation Ordinance in Final Form.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

ADOPTION OF BUDGET AND APPROPRIATIONS ORDINANCE IN FINAL FORM APPROVED

Certified Estimate of Revenues

Melinda discussed the Certified Estimate of Revenues with the board.

Ryan Cytryn moved, Sandeep Londhe seconded to approve the Certified Estimate of Revenues

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

CERTIFIED ESTIMATE OF REVENUES APPROVED

Resolution to Extend Library Open Hours

Michaela discussed Resolution 2022-01 Regarding Hours of Operation with the board. Administration and management have a plan to extend library hours to 9:00 p.m. on a cost-neutral basis and plan to begin September 6 pending the board's formal approval. Michaela referenced Resolution 2018-02 which requires a vote of the board to change hours at any library facility.

Suzanne Stegeman moved, Matthew Orr seconded to approve Resolution 2022-01 Regarding Hours of Operation.

Roll call on motion:

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

No: None
Abstain: None
Absent: None
Motion Carried

RESOLUTION 2022-01 APPROVED

Strategic Plan Committee

Joe Filapek reported that the bylaws of the board of trustees grants the president the authority to appoint a Strategic Plan Ad-Hoc Committee, which will consist of Joe, Paul LaTour and Suzanne Stegeman. The committee will guide the work of selecting a strategic plan consultant as well as the work of that consultant. The committee's work will begin in October.

Studio GC Report

Rick McCarthy of Studio GC presented a draft report detailing the analysis done in preparation for a master plan for our branches, as well as design concepts for both branches.

Board Terms

Joe reminded the board of previous discussions regarding the possibility of a change in board terms. The consensus was that there was no need to make a change at this time. No action was taken.

BOARD TERMS: NO ACTION TAKEN

ADJOURNMENT

Matthew Orr moved, seconded by Paul LaTour, the board voted unanimously to adjourn at 8:04 p.m.
All in favor
Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees