



**AURORA PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
POLICY AND PERSONNEL COMMITTEE  
MEETING MINUTES  
JANUARY 18, 2022**

**CALL TO ORDER:** at 6:04 p.m.

Present: Trustees Paul LaTour, Sandeep Londhe, Matthew Orr

Absent: None.

Also present were Executive Director Michaela Haberkern and Human Resources Manager Brenda Blough

**IN-PERSON MEETING FINDING**

Committee Chair Paul LaTour stated in accordance with the Government Emergency Administrative Act PA100-0640, the Policy and Personnel Committee of the Aurora Public Library District Board of Library Trustees finds an in-person meeting is not practical or prudent because of the ongoing public health emergency and believes it is in the library's best interest to hold a virtual meeting to perform essential business.

**APPROVAL OF MINUTES OF OCTOBER 20, 2021 COMMITTEE MEETING:**

Sandeep Londhe moved, and Matthew Orr seconded to approve the minutes of the October 20, 2021 committee meeting.

Yes: LaTour, Londhe, Orr

No: None

Absent: None

Abstain: None

All in favor, minutes approved

**COMMITTEE MEETING 10-20-21 MINUTES APPROVED**

**PUBLIC COMMENTS:** None.

**SUCCESSION PLAN**

Michaela discussed a draft Succession Plan with the committee. This is a new document for APLD and is meant to help the board manage a smooth transition at the executive director level, as well as meet a standard laid out in Serving Our Public 4.0. The committee discussed how elements of the plan refer more to continuity than to succession and recommended that continuity be added to the document title. The committee also recommended that Michaela create a document to help the staff named in the document manage any transition. Brenda answered the committee's questions about how transitions are handled in other libraries and how she would assist in the event of a transition.

Matthew Orr moved, and Sandeep Londhe seconded, to bring the Succession Plan to the full board for further discussion.

Yes: LaTour, Londhe, Orr

No: None

Absent: None

Abstain: None

All in favor

**CONFIDENTIALITY OF LIBRARY RECORDS POLICY**

Michaela discussed minor proposed revisions to the Confidentiality of Library Records Policy with the committee. Committee members discussed the provision of records to parents and guardians, and tabled the policy until the next meeting to allow for further reflection.

**ADJOURNMENT**

Sandeep Londhe moved, and Matthew Orr seconded to adjourn at 7:23 p.m.

Yes: LaTour, Londhe, Orr

No: None

Absent: None

Abstain: None

All in favor, motion carried

**CERTIFIED TO BE A TRUE COPY**

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Chair, Policy and Personnel  
Committee