

**BOARD OF LIBRARY DIRECTORS
AURORA (ILLINOIS) PUBLIC LIBRARY**

SEPTEMBER 25, 2019

CALL TO ORDER: at 6:11 p.m.

Present: Trustees Dee Basil, Jeffry Butler, Joe Filapek, Avis Miller, Melinda Riddick, John Savage, Eva Serrano, Andrew Smith

Absent: none

One Vacancy

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Senior Director of Neighborhood Services Heather Sturm, Foundation Manager Laura Stoney, Communication Manager Miriam Meza-Gotto, Senior Manager of Children's Services Dana Russell, Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: The Executive Session for Semi-annual Review of Minutes will be moved to our next board meeting in October.

MINUTES OF AUGUST 28, 2019 BOARD MEETING: Correction: Jeffry Butler requested corrections to the audit regarding one instance where the library's tax rate was misstated and a typo in the management letter.

Jeffry Butler moved, seconded by Dee Basile, to approve the minutes of the August 28, 2019 board meeting as corrected.

Yes: Basile, Butler, Filapek, Miller, Savage

No: None

Abstain: None

Absent: Riddick, Serrano, Smith

One Vacancy

Motion Carried

BOARD MEETING 8-28-19 MINUTES APPROVED

Melinda Riddick and Andrew Smith arrived at 6:20 p.m. and Eva Serrano arrived at 6:22 p.m.

STAFF REPORTS:

Executive Director: The staff Pie in the Face Fundraiser was a success with Deputy Director Tom Spicer the clear winner for the first pie. Tom Spicer applied for and received a grant to attend Counted In: National Forum on Hard to Reach Communities, Libraries and Census 2020 in late October at the University of Maryland. Our new website has been released. We encourage everyone to review and complete the on-line survey. In addition, the Strategic Plan survey has been released and we would like everyone's participation. Staff Development Day was held on September 20. The keynote speaker, from Northwest Special Recreation Association which serves people with disabilities, spoke on functional empathy. Our annual

Customer Service Award was awarded to Antonieta Ortega. Trustee Avis Miller joined us for part of the day.

Foundation: Laura Stoney updated the board on the bookmobile campaign. Dee Basile and Sherman Jenkins serve as chairs of the campaign. The Foundation has submitted a grant proposal with the Dunham Fund, is currently working on a grant with the Lois Linski Covey Foundation and have met with our state legislators. Our Wine and Beer Tasting fundraiser is scheduled for December 7, 2019 from 6:30-9:00 with proceeds to benefit the bookmobile.

Facilities: Jeff DesJardine has obtained capital cost estimates for major equipment replacements over the next 20 years. The library received an incentive check in the amount of \$748.92 from ComEd Energy Efficiency Program for lighting controls installed at West Branch.

Correspondence: None

Public Comments: None

FORMER BUSINESS: None

NEW BUSINESS:

Approval of August-September Bills

Joe Filapek moved, seconded by Jeffrey Butler to approve the monthly expenditures as listed on the Authorization Sheet for the period August 29, 2019 to September 25, 2019 in the amount of \$758,113.57.

Roll call on motion:

Yes: Basile, Butler, Filapek, Miller, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

One Vacancy

Motion Carried

PAYMENT OF BILLS 8-29-19 TO 9-25-19 APPROVED

Questions on Bills:

- 1) Baker & Taylor – Check for \$57,371.20. The \$34,898.48 amount referenced is for a check previously issued to Baker & Taylor on June 13, 2019 that we placed a stop payment on as the check was never received. In addition, the check was voided and reissued in this payable period. There was a total of 173 invoices on the voided check (\$34,898.48) and 106 new invoices processed (\$22,472.72) during this payable period resulting in the new payment of \$57,371.20.
- 2) The check payable to Konica Minolta Premier Finance in the amount of \$4,453.15 was voided and reissued. Two vendor invoices were accidentally processed under the same vendor number. Two separate new checks were issued to Konica Minolta Premier Finance in the amount of \$4,030.36 for the quarterly copier lease and to Konica Minolta Business for the quarterly maintenance plan on our HP Laser jet printers for \$422.79.
- 3) Checks for bookmobile repairs – The first check was to Coffman Truck in the amount of \$767.14 to clean the radiator fins and flush the coolant system. The second, to KD

Repair in the amount of \$523.17 was to replace leaking power steering fluid line and broken wires for back up lights.

- 4) Pitney Bowes Reserve Account – Due to the amount of postage utilized on our leased postage machine, the only option is to have a reserve account through The Pitney Bowes. This allows the library staff to download postage into our postage meter. We typically add to the reserve account every two months and download the postage shortly thereafter.

2019 Summer Reading Challenge

Dana Russell, Senior Manager of Children’s Services presented an overview of It’s Showtime at the Aurora Public Library, our 2019 Summer Reading Challenge.

Resolution Honoring Archie Needam

Resolution Adopted by the Board of Directors
of the Aurora Public Library Honoring Archie Needam
September 25, 2019

Whereas, Archie Needam has served with distinction and dedication on the Board of Directors for seven years; and

Whereas, he served on the Board’s Policy and Personnel Committee for all of those years; and

Whereas, he is a steadfast colleague and supportive mentor to the rest of the Board; and

Whereas; his deep roots in the community has given him a perspective and an expertise that is greatly appreciated by his colleagues on the board; and

Whereas; his stature in the community has elevated the reputation of the library; and

Whereas, his refined demeanor and dapper appearance has long endeared him to library staff; and

Whereas, his genuine passion for the work and the purpose of the library has been of inestimable value to the community.

Therefore, be it resolved, that this Board of Directors expresses its sincere appreciation for Archie for his years of service to the library.

Passed on this day of September 25, 2019, by the unanimous vote of the Board of Directors of the Aurora Public Library.

Jeffrey Butler moved, seconded by Eva Serrano to Adopt Resolution honoring Archie Needam for his service on the Board of Directors.

All in favor

Motion carried.

RESOLUTION ADOPTED HONORING ARCHIE NEEDAM

Per Capita Grant Requirement

Michaela Haberkern advised that a requirement of the 2020 IL Per Capita Grant is to review free online educational opportunities dealing with organizational management. Michaela Haberkern gave an overview on a webinar she viewed called “Future-Proof Your Team” from Niche Academy. Joe Filapek talked about a training he attended on library safety and security.

Eola Road Branch Engage to Change

Joe Filapek shared his analysis of the Eola Road Branch Engage to Change feedback. We asked our users three questions: What does Eola Road Branch do well? What could Eola Road Branch do better? What would make our residents feel heard?

What we gathered: Over 200 thoughts collected across online survey and in-house comments; many instances of comments with multiple ideas.

Major takeaways from the survey include a need to focus on collection, provide consistently good customer service, and make adjustments to the physical space to accommodate increased use and changing needs.

ADJOURNMENT

On a motion by Andrew Smith, seconded by Jeffrey Butler, the board voted unanimously to adjourn at 7:08 p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

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Secretary, Board of Directors