

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

AUGUST 28, 2019

CALL TO ORDER: at 6:00 p.m.

Present: Trustees Jeffrey Butler, Joe Filapek, Avis Miller, Archie Needam, Melinda Riddick, John Savage, Eva Serrano, Andrew Smith

Absent: Dee Basile

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Senior Administration Manager Kathleen Fennell, Communication Manager Miriam Meza-Gotto, Director of Neighborhood Services Heather Sturm, Human Resources Manager Brenda Blough, Foundation Manager Laura Stoney, Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

Avis Miller arrived at 6:03 p.m.

MINUTES OF JULY 24, 2019 BOARD MEETING:

Andrew Smith moved, seconded by Archie Needam, to approve the minutes of the July 24, 2019 board meeting.

Yes: Butler, Filapek, Miller, Needam, Riddick, Serrano, Smith

No: None

Abstain: Savage

Absent: Basile

Motion Carried

BOARD MEETING 7-24-19 MINUTES APPROVED

STAFF REPORTS:

Executive Director: Michaela Haberkern advised the executive team will be holding a fundraiser during the month of September for staff to raise funds for the bookmobile campaign. Michaela and Laura Stoney recently met with State Representative Stephanie Kifowit and State Senator Linda Holmes to discuss the needs of the community regarding the bookmobile. Michaela Haberkern and Tom Spicer attended the City of Aurora's Complete Count Committee meeting. The committee will work together to educate and motivate residents to participate in the 2020 Census. The final stages of updating our library website is underway. Further testing is in the works and if you would like to participate in the testing, please let our Communications Manager, Miriam Meza-Gotto know. Michaela reviewed the Library Use Measures as found in the board packets. It was discussed that it would be nice to see a yearly analysis and compare year-to-date with last year at the same period. In looking at the bookmobile statistics, we determined there was a significant decrease in usage for the time we were off road for repairs

Foundation: Laura Stoney updated the board on the progress of the bookmobile campaign. The August fundraiser was canceled. The Foundation is looking to bring on a communications

specialist to assist in the areas of promoting, working on grants and reaching out to the public. Laura Stoney is currently working on a grant due in December. A meeting is scheduled with State Representative Barbara Hernandez on September 9.

Facilities: The Parker Garden Project was completed by volunteer Matthew Bernardi as part of his Eagle Scout project. In addition, new signage has been made for the Parker Garden. Santori repairs this month included repairs to the air handler as well as fixing a drain in a wall panel to eliminate an intermittent sewage odor. Asphalt repairs have been completed at West Branch. Maintenance staff moved shelving and placed new locks on Esports Door at Eola.

Correspondence: None

PUBLIC COMMENTS: Two community members spoke on their district library concerns.

FORMER BUSINESS: None

NEW BUSINESS:

Approval of July-August Bills

Andrew Smith moved, seconded by Archie Needam to approve the monthly expenditures as listed on the Authorization Sheet for the period July 25, 2019 to August 28, 2019 in the amount of \$1,055,843.71.

Roll call on motion:

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

No: None

Abstain: none

Absent: Basile

Motion Carried

PAYMENT OF BILLS 7-25-19 TO 8-28-19 APPROVED

Questions on Bills: 1) Movie tickets of \$28 – This was a drawing for staff newsletter; 2) Payment to Libraries First – This was for Brainfuse, an online database. The expenditure covers a period of time that expands two fiscal years. 3) Office Solution – This was for a conference table that was being replaced at West Branch.

Approval 2018 Audit

The City of Aurora – Aurora Public Library's Annual Financial Report and Independent Auditor's Report for the Year Ended December 31, 2018, prepared by Sikich, was presented to the board for approval. Jeff 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 Andrew Smith, to approve the 2018 Audit

Roll call on motion:

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

No: None

Abstain: none

Absent: Basile

Motion Carried

2018 AUDIT APPROVED

Approval of Municipal Advisory Services Proposal

Michaela Haberkern recommended the board hire Meristem Advisors LLC as our municipal advisory service to help the library work through the financial implications of converting to a library district. Even if we decide not to become a district, the report that this firm prepares for us will help us plan for the future.

Archie Needam moved, seconded by Andrew Smith, to approve the proposal set forth by Meristem Advisors LLC to provide a separation study and levy analysis, with a fee not to exceed \$20,000.

Roll call on motion:

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

No: None

Abstain: none

Absent: Basile

Motion Carried

MUNICIPAL ADVISORY SERVICES PROPOSAL APPROVED AS PRESENTED

Strategic plan 2020 update

Michaela Haberkern advised the library is planning to keep the current strategic pillars moving into 2020 as they are still relevant to our community. We will develop new and streamlined objectives for the new year. The pillar leaders have developed a survey which will go out in mid-September. The board will be asked to form an ad hoc committee to help us evaluate the survey results and formulate objectives. From there, the staff committee pillars and exec team will develop activities to support the objectives.

Staffing update

Human Resources Manager, Brenda Blough, updated the board on all the hiring and staff changes made year-to-date. Sixteen people have left the library this year with 35% of them retiring. This is in line with previous year turnover.

ADJOURNMENT

On a motion by Andrew Smith, seconded by Joe Filapek, the board voted unanimously to adjourn at 6:45 p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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