

**FINANCE COMMITTEE MEETING
BOARD OF LIBRARY DIRECTORS
AURORA (ILLINOIS) PUBLIC LIBRARY**

May 4, 2020

In compliance with Executive Order in Response to COVID-19 (Covid-19 Executive Order No.16), the Aurora Public Library Board of Directors Finance Committee held a virtual meeting to perform essential business. As with all open meetings we provide space for public comments in accordance with the law. For the purposes of this virtual meeting, we asked the public to submit their comments via email or voice messages. The meeting was held via Zoom. The meeting was recorded and will be available on the library's website for 30 days and archived in the library's administrative offices thereafter.

CALL TO ORDER: at 11:10 a.m.

Present: Trustees Jeffrey Butler, Joe Filapek, John Savage, Andrew Smith

Also present Executive Director Michaela Haberkern, Senior Administration Manager Kathleen Fennell, Director of Neighbor Services Heather Sturm, Communications Manager Miriam Meza-Gotto, Human Resources Manager Brenda Blough, Jamie Rachlin of Meristem Advisors LLC and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA:

None

MINUTES OF OCTOBER 14, 2019 FINANCE COMMITTEE MEETING

John Savage moved, seconded by Joe Filapek to approve the minutes of the October 14, 2019 finance committee meeting.

Yes: Butler, Filapek, Savage, Smith

No: None

Abstain: None

Absent: None

Motion Carried

FINANCE COMMITTEE 10-14-19 MINUTES APPROVED

NEW BUSINESS:

Financial Impacts of COVID-19

Michaela Haberkern indicated the Board of Directors requested a Finance Committee Meeting at the last board meeting to delve deeper into the financial impact of Covid-19 regarding the library's revenues and expenditures. Several scenarios were presented to the Finance Committee.

The first scenario would present us with 0%-20% expected revenues from property taxes, the library would be closed and offer no services. All staff would be furloughed, and only essential employees would be retained. We would see a 92% reduction in payroll.

The second scenario would see the library receiving 20-40% expected revenues and offering limited virtual services. We would retain the same essential employees and retain a minimal staff to offer the limited virtual services. This would give us a 86% reduction in payroll.

The third scenario would provide the library with 30-50% expected revenues received while offering virtual services and no-contact pick up and drive-thru service. We would still be furloughing many staff but retain enough to provide virtual services as well as some staff to provide access to physical materials. We would have a 70% reduction in payroll.

The last scenario would be to furlough all staff who cannot work remotely. This would amount to a 33% reduction in payroll and we would have to continue to offer only virtual services. We would not be able to offer curbside services.

Jamie Rachlin presented our financial resiliency under different scenarios of cost and collections. The board discussed their concerns regarding property tax collections, as two of the four counties we serve have allowed taxpayers to delay payment without penalty.

April financial reports from the City of Aurora, however, assumed the number would be close.

Andrew Smith asked the administration and committee members to think about the library's purpose and the level of service we would like to provide, and how we can adequately staff that. The board's priorities are maintaining virtual services, offering curbside pickup, and when possible, public computing.

Committee members emphasized that they were not considering eliminating positions. Jeffrey Butler requested that Michaela benchmark other libraries for what they project for staffing and service levels and revenue collections. The committee asked for another

meeting to discuss scenarios that include 60-80% collections model, as well as full virtual services and curbside pick-up.

PUBLIC COMMENTS:

One community member emailed the board advising that he does not ever recall a property tax collection that did not exceed 95%. The real estate tax system is designed to ensure maximum collection. With respect to furlough and unemployment collection, the community member expressed hope that the library would cover the Cobra payments for furloughed staff and offer curb-side delivery.

ADJOURNMENT

On a motion by John Savage, seconded by Joe Filapek, the Finance Committee voted unanimously to adjourn at 12:15 p.m.

All in favor.

Motion carried.

ADJOURNMENT

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Committee Chairperson (Member)

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