

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

**JANUARY 22, 2020**

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

Present: Trustees Dee Basile, Joe Filapek, Melinda Riddick, John Savage, Eva Serrano, Andrew Smith

Absent: Jeffry Butler, Avis Miller

One Vacancy

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

**ADDITIONS/CHANGES TO THE AGENDA:** Resolution Honoring Avis Miller was removed from the agenda, and a finance update was added.

**MINUTES OF DECEMBER 16, 2019 BOARD MEETING:**

Melinda Riddick moved, seconded by Dee Basile, to approve the minutes of the December 16, 2019 board meeting.

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

No: None

Abstain: none

Absent: Butler, Miller

One Vacancy

Motion Carried

**BOARD MEETING 12-16-19 MINUTES APPROVED**

**STAFF REPORTS:**

Executive Director: Michaela Haberkern advised Request For Qualifications for architectural service submissions were due on 1/20/19. Nine firms responded and participated in site visits. The Buildings & Grounds Committee will meet February 3, 2020 at 3:00 p.m. to review submission packets. The Buildings & Grounds Committee will select firms to interview and then select the highest ranked firm. We anticipate having a contract by the beginning of March and approve the contract at our March board meeting. We should have a plan in place by fall.

Michaela announced she was selected as a judge for the Annual Midwest Literary Awards. In addition, she was asked by the City of Aurora to speak at the Poet Laureate ceremony.

Michaela and John Savage attended the City of Aurora, Committee of the Whole meeting January 21. The Committee of Whole, discussed the library conversion process conversion.

Foundation: Laura Stoney shared 2019 In Review. Annual giving, key performance

indicators and fund allocations were highlighted.

Finance: Kathleen Fennell reviewed the library's year-end financial position with the board. She noted that the FY2019 Public Library Per Capita Grant in the amount of \$247,373.75 was received on December 16, 2019, and that the funds will be used for materials and electronic resources. 2019 invoices are still being processed and final 2019 numbers will be available mid-year.

Facilities: Kathleen Fennell updated the board on heating unit repairs at Santori and West, as well as an exterior signage repair in process at Santori. It was noted that if there is an emergency repair, library staff need not go to the board for approval.

Correspondence: None.

**Public Comments:** None

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Approval of December - January Bills

Joe Filapek moved, seconded by Dee Basile to approve the monthly expenditures as listed on the Authorization Sheet for the period December 17, 2019 to January 22, 2020 in the amount of \$1,051,338.36.

Roll call on motion:

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

No: None

Abstain: none

Absent: Butler, Miller

One Vacancy

Motion Carried

**PAYMENT OF BILLS 12-17-19 TO 1-22-20 APPROVED**

Questions on Bills:

We will retain Jamie Rachlin of Meristem Advisors, LLC as a financial advisor to keep him on staff for setting levy, revenues and new developments.

Board Officers

Board President John Savage asked board members to consider officer positions for this year, and he will speak to individual members over the next weeks. Officer elections will be held at the February board meeting.

Code of Conduct Policy – The board's Policy and Personnel Committee met to discuss revisions to the Code of Conduct. The revisions include language about snacks and security cameras, which have been separate policies. The committee recommends that the board pass the Customer Behavior and Security Policy effective February 17, 2020, in order to give time for staff training and customer messaging.

Joe Filapek moved, seconded by Melinda Riddick to approve the Customer Behavior and Security Policy effective February 17, 2020.

Roll call on motion:

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

No: None

Abstain: none

Absent: Butler, Miller

One Vacancy

Motion Carried

### **CUSTOMER BEHAVIOR & SECURITY POLICY APPROVED**

#### Snack Policy

Snack Policy language is included in the revisions to the Customer Behavior and Security Policy. The Policy and Personnel Committee recommends that the full board rescind the Snack Policy.

Melinda Riddick moved, seconded by Dee Basile, to approve to rescind the Snack Policy

Roll call on motion:

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

No: None

Abstain: none

Absent: Butler, Miller

One Vacancy

Motion Carried

### **RESCINDING OF SNACK POLICY APPROVED**

#### Security Camera Policy

Security Camera Policy language is included in the revisions to the Customer Behavior and Security Policy. The Policy and Personnel Committee recommends that the full board rescind the Security Camera Policy.

Eva Serrano moved, seconded by Joe Filapek, to approve to rescind the Security Camera Policy

Roll call on motion:

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

No: None

Abstain: none

Absent: Butler, Miller

One Vacancy

Motion Carried

### **RESCINDING OF SECURITY CAMERA POLICY APPROVED**

#### Non-Bargaining Unit Pay Plan

The board's Policy and Personnel Committee met to discuss a new pay plan for non-bargaining unit staff. Andrew Smith reviewed the changes with the board. The committee recommends that the full board approve the new pay plan.

Joe Filapek moved, seconded by Eva Serrano to approve the Non-Bargaining Unit Pay Plan.

Roll call on motion:

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

No: None

Abstain: none

Absent: Butler, Miller

One Vacancy

Motion Carried

## **NON-BARGAINING UNIT PAY PLAN APPROVED**

### Per Capita Grant Requirement

Michaela Haberkern advised that a requirement of the 2020 IL Per Capita Grant is to review Chapters 11-14 and Appendices of Trustee Fact Files 3<sup>rd</sup> Edition. Michaela reviewed these chapters which cover fundraising (part of the board responsibility), advocacy (talking to your elected officials), public relations (convey our great work) and Trustee continuing education. The Appendices affirm the right for all to access resources, the right to information, the freedom to view, the libraries in American values statement, the American Library Association Code of Ethics and the Library Trustee Code of Ethics. The board discussed the reading and expressed their appreciation for the review.

### **ADJOURNMENT**

On a motion by Melinda Riddick, seconded by Dee Basile, the board voted unanimously to adjourn at 6:59 p.m.

All in favor.

Motion carried.

### **ADJOURNMENT**

### **CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors

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