

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

**APRIL 22, 2020**

**In compliance with Executive Order in Response to COVID-19 (Covid-19 Executive Order No.16), the Aurora Public Library Board of Directors 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 6:16 p.m.

Present: Trustees Delia Nila Basile, Jeffry Butler, Joe Filapek, Melinda Riddick, John Savage, Eva Serrano, Andrew Smith

Absent: None

Two Vacancies

Also present were Executive Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Senior Manager of Administration Kathleen Fennell, Human Resources Manager Brenda Blough, Communication Manager Miriam Meza-Gotto, IT Manager Jonathan Hauser, James Rachlin of Meristem Advisors Inc. and Administrative Assistant Kim Gautschi

**ADDITIONS/CHANGES TO THE AGENDA:** None

**MINUTES OF FEBRUARY 19, 2020 BOARD MEETING:**

Jeffry Butler moved, seconded by Joe Filapek, to approve the minutes of the February 19, 2020 board meeting.

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

**BOARD MEETING 2-19-20 MINUTES APPROVED**

**STAFF REPORTS:**

Executive Director: Michaela Haberkern updated the Board of Directors on the library's virtual operations. We closed buildings to the public as of 6:00 pm, March 17, 2020. We renewed all library cards to 5/31/20 so all customers would continue to have access to digital materials. All materials were renewed to 5/31/20 and no fines will accrue. We stopped ordering physical materials and re-allocated our budget to digital materials. In-person library programming was cancelled, and we began to provide programming on our social media platforms and website. We continued providing reference and other assistance via email, chat, phone and direct social media messaging. The website was revamped to provide easier access to digital materials and the information we compiled on COVID19 resources for businesses and individuals. We also

put together a lot of resources for parents who are suddenly home-schooling children. Staff at all levels are working hard to continue to provide library service and connection to our community. We are putting together plans for a phased reopening once the stay-at-home order is lifted or modified. We will likely open as we closed with limited service, lobby service and drive-through services for a period and then a gradual reopening of public spaces, meeting rooms and in-person programming. We will share more as the details are worked out. Regarding our district update, our court date is still set for May 1. We expect to get a continuance but haven't yet.

**Public Comments:** Two community members emailed the library for public comment.

1) A community member expressed his appreciation for the services that the library provides, especially to children, and suggested that the library find a way for children to interact virtually.

2) A community member expressed his sincere express for keeping library services running during this difficult time and hopes the board will commend the library staff for a job well done.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Approval of February-March Bills

Jeffry Butler moved, seconded by John Savage to approve the monthly expenditures as listed on the Authorization Sheet for the period February 19, 2020 to March 25, 2020 in the amount of \$1,206,591.30.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

**PAYMENT OF BILLS 2-19-20 TO 3-25-20 APPROVED**

Approval of March 26,2020 - April 22, 2020 Bills

Joe Filapek moved, seconded by John Savage to approve the monthly expenditures as listed on the Authorization Sheet for the period March 26, 2020 to April 22, 2020 in the amount of \$681,947.67.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

**PAYMENT OF BILLS 3-26-20 TO 4-22-20 APPROVED**

### Projected financial impact of COVID-19

Michaela reported to the board that on April 1, 2020, Aurora City Council approved a report from Marty Lyons outlining projected financial impacts of the Covid-19 shutdown. Many of the city's revenues sources have taken a big hit and they expect those decreases to continue through 2020. At that time, the city projected a 10% drop in property tax revenue. This is a draft report and we can expect updates. We asked Jamie Rachlin, President and CEO of Meristem Advisors and the library's municipal advisor, to attend this meeting and present some scenarios on our financial position.

Jamie Rachlin reported to the board that the library has confirmed that three of four counties (all but Kendall) have levied the anticipated amounts for the library.

With COVID-19, however, both the timing and amount of tax collections are in doubt.

The Meristem report examines the impact on cash balances of various revenue assumptions and varying expense assumptions:

- 1) Base case with no impact from COVID-19.
- 2) Property tax collections at 90%, kept expenses according to 2020 budget, no capital reserve contribution.
- 3) First property tax distribution at 80%, second at 60% and first of 2021 at 80%, expenses at 2019 levels, no capital reserve contribution.

These three cases leave projected May 2021 balances similar, all above \$2,000,000.

4) If tax distributions are delayed such that no revenues are received, and expenses remained at their 2019 levels, the library will run out of cash at the end of July.

The board discussed various aspects of the report and requested staff to schedule a finance committee meeting for further discussion.

### Families First Coronavirus Response Act (FFCRA) Compliance

This is a policy drafted in response to the Federal FFCRA Act enacted into law in March.

Delia Nila Basile moved, seconded by John Savage, to approve FFCRA Compliance Policy.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

**FFCRA COMPLIANCE POLICY APPROVED**

## **ADJOURNMENT**

On a motion by Delia Nila Basile, seconded by Joe Filapek, the board voted unanimously to adjourn at 7:06 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

**ADJOURNMENT**

**CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors

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