

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

**MAY 27, 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. The meeting was held via Zoom and viewable on the library's Facebook page.**

**CALL TO ORDER:** at 6:02 p.m.

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

Absent: None

Two Vacancies

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, Communication Manager Miriam Meza-Gotto, Administrative Assistant Kim Gautschi

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

**MINUTES OF APRIL 22, 2020 BOARD MEETING:**

Delia Nila Basile moved, seconded by Eva Serrano, to approve the minutes of the April 22, 2020 board meeting.

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

**BOARD MEETING 4-22-20 MINUTES APPROVED**

**STAFF REPORTS:**

Executive Director: Michaela Haberkern updated the board on the curbside holds' pickup/drive-up service which began May 18, 2020. The staff continues to work on holds and pending holds, as well as the 1,000+ items in backlog since our March 17 closure. The pick-up logistics have been worked out with limited staff in order to promote social distancing and we are getting the balance of pick-up appointments made at all three locations. Our next phase will provide access to public computing which is a real need for the community.

Regarding our library district conversion, our attorneys have requested a final date of judgement on June 3. The court is submitting this as no-contest, and we may be able to assume library district business as of July 1. We are mindful that the courts are currently closed. There may very well be a delay, but we have our paperwork in order, and we should be able to make the transition this summer.

Finance Committee Report: Andrew Smith reported the Finance Committee met May 4 and May 13 to address potential revenue shortfalls and delays due to COVID-19. The committee had conversations about how to maintain essential services based on 60, 70, and 80% collection rates. The committee decided not to currently recommend a furlough of employees to the full board at this time. The committee will wait until June to reassess revenues and will meet in mid-July to reassess our position and test our models. If we maintain our 2019 spending and bring in those collection rates, we should be able to continue to operate at full staff and furloughs may not be necessary. John Savage commented that it has been a long and difficult process to become a district but by doing so we are in a position where we have control of our finances and better cash position. We will still be able to be on path to do capital projects and things we want to do to add services over the next couple of years.

### **Public Comments:**

One community member emailed the board thanking the library staff on the curbside delivery service and the finance committee for their thoughtful work on the library's revenue situation.

**FORMER BUSINESS:** None

### **NEW BUSINESS:**

#### Approval of April-May Bills

John Savage moved, seconded by Delia Nila Basile to approve the monthly expenditures as listed on the Authorization Sheet for the period April 23, 2020 to May 27, 2020 in the amount of \$723,273.81.

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 4-23-20 TO 5-27-20 APPROVED**

Questions regarding Chase Visa charges: 1) Expenditure of Return to Work – this was a cost for webinar on bringing employees back to work after the closure. 2) Charges to Zoom – These are charges for purchases for multiple licenses for Zoom platforms including annual license, licenses for department programming, webinars, participants versus audience watching. We received 50% discount as a nonprofit.

#### Draft Reopening Plan

Michaela Haberkern presented a draft of the library's reopening plan. This plan outlines separate phases that align to the phases of the Governor's Restore Illinois Plan. In our plan, we are currently in Phase 2: Curbside holds pickup and drive up service. The Collection Services team is back in the building processing physical materials. As the state moves to Phase 3 we will reinstate access to public computing. We would start this approximately two weeks after the next phase, most likely around June 15. After that, we will assess what is

working and will start determining how we can open the rest of our facilities and provide access to our collection, study rooms and meeting rooms. We want to do this safely and ensure people are comfortable. We started curbside and drive up service with a small number of staff and added more this week. Computer access will add more staff and bring security services back. We see more and more staff having substantial work to do. We will require both staff and public to wear masks and will have ample signage outlining all expectations.

Non-resident card program participation

The continuation of the 2020 - 2021 statewide nonresident card participation program and the non-resident card fee was presented to the board by Michaela Haberkern.

Delia Nila Basile moved, seconded by Joe Filapek, to continue to participate in the nonresident card program for 2020 - 2021.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

**NON-RESIDENT CARD PROGRAM APPROVED**

Non-resident card fee

State law provides for libraries to set their own nonresident card fees according to formula and consideration of the residents' property values and tax. Michaela Haberkern recommended the 2020 - 2021 nonresident fee set at \$169.00. While this is an increase over last year's nonresident fee, this is the lowest legally allowable fee. It allows us to continue to welcome new families to the library and is fair to taxpayers. Through the generosity of the Aurora Public Library Foundation, we will be able to continue to offer the Light of Learning scholarship cards to eligible nonresidents.

John Savage moved, seconded by Delia Nila Basile to set its annual nonresident cardholder fee to \$169.00 for July 1, 2020 through June 30, 2021.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

**NON-RESIDENT CARD FEE APPROVED**

Temporary cards for Township residents

A new Illinois state law has been passed which requires libraries to provide library cards to students attending schools within the library's service area, live in unincorporated areas and meet certain income guidelines. The bill is currently awaiting the Governor's signature. After

discussion about providing cards to all Township households, the Board decided to provide cards to all students regardless of financial need, in advance of the bill becoming law.

John Savage moved, seconded by Joe Filapek, to allow all students, regardless of financial need, who live in the Aurora Township to have a temporary library card issued without a fee set to expire on June 30, 2021.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Two Vacancies

Motion Carried

### **TEMPORARY CARDS FOR TOWNSHIP RESIDENTS APPROVED**

### **ADJOURNMENT**

On a motion by Jeffry Butler, seconded by Eva Serrano, 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

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