

**Regular Meeting
BOARD OF LIBRARY DIRECTORS
AURORA (ILLINOIS) PUBLIC LIBRARY DISTRICT**

November 18, 2020

Public Act 100-0640 amends the Open Meetings Act to expressly authorize public bodies to meet remotely in certain circumstances without the otherwise required quorum present at the meeting place. The new law requires the head of the public body determine that an in-person meeting is not practical or prudent because of a disaster. At least one member of the public body or the Chief Administrator Officer or the Chief Legal Officer must be physically present at the meeting place unless it is not feasible because of the disaster. Michaela Haberkern is present at the library. The library is partially open today, so it is feasible for her to be there. The meeting will be recorded and will be available on the library's website for 30 days and will be archived in our Administrative offices thereafter. The meeting was held via Zoom and viewable on the library's Facebook page. 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.

CALL TO ORDER: at 6:03 p.m.

President Andrew Smith stated in accordance with the Government Emergency Administrative Act PA100-0640, The Aurora Public Library District Board of Directors find an in-person meeting is not practical or prudent because of the ongoing public health emergency and believes it is in our best interest to hold a virtual meeting to perform essential business.

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

Absent: Delia Nila Basile

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Senior Administration Manager Kathleen Fennell, Director of Neighborhood Services Heather Sturm, Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, Outreach Manager Jessica Cantarero, Bookmobile Driver Michael Pracht, Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF OCTOBER 28, 2020 BOARD MEETING:

Joe Filapek moved, seconded by Eva Serrano to approve the minutes of the October 28, 2020 Board Meeting.

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

No: None

Abstain: None

Absent: Basile

Motion Carried

BOARD MEETING 10-28-20 MINUTES APPROVED

STAFF REPORTS: Michaela Haberkern reported the library participated in a program on November 9, with Dr. Ibrahim X. Kendi, author of *How to be an Antiracist* and WBEZ's Natalie Moore. The library worked with ten suburban libraries with over 5,550 people in attendance including over 150 people identified from Aurora. It was a great program and a great opportunity for our community to listen in on a thought-provoking conversation.

Updating the APLD study circle, in October the library participated in the revival of Study Circles of Aurora, a facilitated discussion process about structural racism, in line with our EDI strategic priority. There was a kickoff event on October 1 called Courageous Vulnerability: The Heart of Dialogue and the five-part discussion series was held weekly via Zoom. APLD facilitated some of these groups. Our own Events Manager Krista Danis serves on the board of Study Circles of Aurora.

APLD continues to watch COVID case counts and positivity rates very closely. If there is a full-on stay-at-home order, we will eliminate in-person services as we did in the spring. We would anticipate giving people a few days to pick up materials. The governor placed tier 3 mitigation effective on Friday. We are currently operating below the 25% capacity. If necessary, we may temporarily suspend some services or close facilities due to low staffing levels. We will immediately suspend study room service and strongly encourage our customers to make appointments. We will continue to watch those numbers.

Building and Grounds Committee Report:

Andrew Smith gave the report for the Buildings and Grounds Committee meeting. An evaluation team comprised of library staff issued an RFP and four vendors, including Farber Specialty Vehicles, Matthews Specialty Vehicles, LDV Custom Specialty Vehicles and Summit Bodyworks submitted proposals. The team vetted each company compared to the criteria outlined in the RFP. The staff recommendation is Matthews Specialty Vehicles. It is strong recommendation of the Building and Grounds Committee that the board approve the Matthews Specialty Vehicles proposal.

Public Comments: None

NEW BUSINESS:

Approval of October-November Bills

John Savage moved, seconded by Eva Serrano to approve the monthly expenditures as listed on the Authorization Sheet for the period October 29, 2020 to November 18, 2020 in the amount of \$761,065.27.

Roll call on motion:

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

No: None

Abstain: None

Absent: Basile

Motion Carried

PAYMENT OF BILLS 10-29-20 TO 11-18-20 APPROVED

Questions on bills:

- 1) Innovative Interfaces, Training for \$1,200. Innovative training included 2 separate, 3-hour long training sessions. One was on System other training was around Simply Reports software Both were helpful and allow us some building blocks for organizational knowledge for our ILS.
- 2) LT Annum for Appraisal Services, Annual Insurance Study, \$750. Did this turn up anything that we should think about? Staff compiles the computer equipment acquisitions and deletions, and all other acquisitions of furniture, equipment, capital projects, library materials, etc. to submit to our valuation consultant. The final report is submitted to our commercial insurance carrier for us to maintain adequate insurance coverage. Bardo Consulting appraised 14 art pieces total value \$643,100.
- 3) Chase Card, Window Clings, Skull City, \$1,161. What was this for and at which locations? These were displayed from October 15 through November 15 as part of Sugar Skull City, and Aurora Downtown community art initiative in honor of Dia de los Muertos. The art was submitted by community contributors and displayed throughout the downtown area by local businesses and organizations.
- 4) Olsson Roofing, Service Call – Repair, \$855. What and Where? West Branch roof repairs at north east corner and skylight.
- 5) Riverfront Dodge, 2010 Dodge Caravan \$2,438. What was this for and do we need to think about a new van? Replaced brake line, transmission cooler hose, power steering hose, spark plugs and cables.
- 6) Steiner Electric Company, Eaton Battery Replacement, \$16,417. What was this for? Replacement of 36 Eaton 9390-60kVA UPS batteries in the battery cabinet for the server room. 3-year parts and labor extended warranty. Originally batteries had a 5-year life and we have been at Santori now for 5 years.

Per Capita Grant Requirements

Heather Sturm reviewed Chapter 4 “Access” from Serving Our Public 4.0: Standards for Illinois Public Libraries. This chapter highlighted common requirements to help create a functional and enjoyable environment for both staff and patrons. This ensures we follow the Americans with Disabilities Act, guidelines for parking and entrances, interior lighting and wayfinding (signage), Access to current Technology, Audiences (separate spaces for youth vs adults, shelving standards to let customers access materials. Grants are potentially available for upgrades.

Library Closed Dates

Michaela Haberkern presented the board with a list of dates the library would be closed in the calendar year 2021. These are the same dates that are outlined in the union contract and the

dates that the library has traditionally been closed. In addition, the library is asking to be closed on September 17, 2021 for its annual Staff Development Day.

Joe Filapek moved, seconded by Jeffrey Butler to approve the library closed dates for calendar year 2021.

Roll call on motion:

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

No: None

Abstain: None

Absent: Basile

Motion Carried

LIBRARY CLOSED DATES FOR CALENDAR YEAR 2021 APPROVED

ORDINANCE ESTABLISHING LIBRARY MEETING DATES 2021

As a library district, we must pass an ordinance to establish meeting dates for the calendar year. Ordinance 2020-4 includes the meeting dates, times and locations as well as an excerpt that states meetings may be held virtually as allowed by law.

Melinda Riddick moved, seconded by Eva Serrano to approve Ordinance 2020-4 Establishing Library Meetings Dates 2021.

Roll call on motion:

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

No: None

Abstain: None

Absent: Basile

Motion Carried

ORDINANCE 2020-4 ESTABLISH LIBRARY MEETING DATES 2021 APPROVED

RESOLUTION DELEGATING AUTHORITY TO COORDINATE WITH CITY REPRESENTATIVES THE TRANSITION OF ACCOUNTS/FINANCES/SERVICES

This resolution gives Executive Director Michaela Haberkern and Andrew Smith, President of the APLD Board of Directors, the authority to make transfers from City accounts to our independently established accounts, and to complete the transition of all our services and accounts without further approval from the board.

John Savage moved, seconded by Joe Filapek to approve Resolution No. 2020-4 A Resolution Delegating Authority To Coordinate With City Representatives The Transition Of Accounts/Finances/Services.

Roll call on motion:

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

No: None

Abstain: None

Absent: Basile

Motion Carried

**RESOLUTION NO. 2020-4 DELEGATING AUTHORITY TO COORDINATE WITH
CITY REPRESENTATIVES THE TRANSITION OF ACCOUNTS/FINANCES/SERVICES
APPROVED**

Bookmobile Vendor Selection

Jeffry Butler moved, seconded by Melinda Riddick to approve the selection of Matthews Specialty Vehicles as the vendor for our new bookmobile.

Roll call on motion:

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

No: None

Abstain: None

Absent: Basile

Motion Carried

**SELECTION OF MATTHEWS SPECIALTY VEHICLES AS THE VENDOR FOR OUR NEW
BOOKMOBILE APPROVED**

ADJOURNMENT

Eva Serrano moved, seconded by John Savage, the board voted unanimously to adjourn at 6:44 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: Basile

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

Kg