



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
September 22, 2021**

CALL TO ORDER: 6:00 p.m.

Present: Trustees Ryan Cytryn, Joe Filapek, Paul LaTour, Sandeep Londhe, Matthew Orr, Melinda Riddick

Late arrival: Suzanne Stegeman

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Director of Neighborhood Services Heather Sturm, Finance Manager Shelby Pratt, Human Resources Manager Brenda Blough, Foundation Manager Laura Stoney, Communications Manager Miriam Meza-Gotto, Collection Services Manager Colleen Seisser and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF AUGUST 25, 2021 PUBLIC HEARING:

Matthew Orr moved, seconded by Paul LaTour, the board voted unanimously to approve the minutes of the August 25, 2021 Public Hearing.

All in Favor

Motion Carried

PUBLIC HEARING 8-25-2021 MINUTES APPROVED

MINUTES OF AUGUST 25, 2021 BOARD MEETING:

Melinda Riddick moved, seconded by Matthew Orr, the board voted unanimously to approve the minutes of the August 25, 2021 Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 8-25-2021 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT: Michaela Haberkern reported Foundation raised close to \$16,000 for the 5K for Literacy. We expect to go live with the LinkedIn consortium by early November. We will go live with payroll and accounting software in early October. The audit will be completed before our filing deadline at year-end.

Suzanne Stegeman arrived at 6:15 p.m.

COLLECTION SERVICES UPDATE: Colleen Seisser, Collection Services Manager, presented an overview of the library's collection and the work that the Collection Services Department does.

BUILDINGS AND GROUNDS COMMITTEE REPORT:

The Buildings and Grounds Committee met on August 28, 2021. Suzanne Stegeman reported four firms were interviewed, each giving a 20-minute presentation followed by a Q&A period. The committee recommends the board approve Studio GC in response to the 2019 Request for Proposal for Architectural Services. Using a decision matrix, this firm was the highest scoring; the committee liked their general approach and were particularly

impressed with their plan for community engagement. In addition, they demonstrated a thorough knowledge of the community.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on September 13, 2021. Paul LaTour advised the committee recommends that the full board rescind the Tutor Policy and the Conflict of Interest Policy and approve the Local History Collection Development Policy and the revisions to the Social Media Policy.

FINANCE COMMITTEE REPORT:

The Finance Committee met on September 20, 2021. Melina Riddick reported Jamie Rachlin, our municipal financial advisor with Meristem Advisors LLC, walked us through the levy process. The 2021-2022 Levy Ordinance will be discussed tonight and voted on in the October board meeting. The committee recommends that the full board pass the Resolution to Determine Estimate of Funds Needed.

PUBLIC COMMENTS: None

NEW BUSINESS:

Shelby Pratt, Finance Manager, gave the board an overview of the library’s current financial position and explained the current expenditure reports to the board.

Approval of August-September Bills

Sandeep Londhe moved, seconded by Matthew Orr to approve the monthly expenditures as listed on the Authorization Sheet for the period August 26, 2021 to September 22, 2021 in the amount of \$800,288.27.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Motion Carried

PAYMENT OF BILLS 8-26-21 TO 9-22-21 APPROVED

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED

This resolution is legally required and must be adopted not less than 20 days before we adopt the levy.

Ryan Cytryn seconded by Matthew Orr to approve the Resolution To Determine Estimate of Funds Needed.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Motion Carried

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED APPROVED

2021-2022 Levy

The board discussed the levy ordinance, noting that the amount of the levy is the same amount noted in the Resolution To Determine Estimate of Funds Needed.

Selection of Architect

The Building and Grounds Committee recommends the full board approve the selection of Studio GC Architecture and Interiors in response to the 2019 Request for Proposal for Architectural Services. Once approved, the staff will negotiate a contract with the firm.

Suzanne Stegeman moved, seconded by Matthew Orr to approve the selection of Studio GC Architecture and Interiors in response to the Request for Proposal for Architectural Services.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Motion Carried

THE SELECTION OF STUDIO GC ARCHITECTURE AND INTERIORS APPROVED

Tutor Policy

The Policy and Personnel Committee recommended that the board rescind the Tutor Policy as it is no longer needed.

Paul LaTour moved, seconded by Suzanne Stegeman, to rescind the Tutor Policy.

All in Favor

Motion Carried.

THE DECISION TO RESCIND THE TUTOR POLICY APPROVED

Conflict of Interest Policy

The committee recommended that the board rescind the Conflict of Interest Policy as it is now covered in the Ethics Ordinance.

Melinda Riddick moved, seconded by Matthew Orr, to rescind the Conflict of Interest Policy.

All in Favor

Motion Carried.

THE DECISION TO RESCIND THE CONFLICT POLICY APPROVED

Local History Collection Development Policy

The board discussed the use of the term Latinx as opposed to Hispanic or Latino and asked the staff to discuss with the EDI team and with the library’s EDI consultant.

THE LOCAL HISTORY COLLECTION DEVELOPMENT POLICY TABLED

Social Media Policy

The Policy and Personnel Committee recommends the full board approve the revised Social Media Policy with the updated language as discussed.

Sandeep Londhe moved, seconded by Paul LaTour to approve the revised Social Media Policy.

All in Favor

Motion Carried.

THE SOCIAL MEDIA POLICY APPROVED

Annual Report

Miriam Meza-Gotto presented the 2020-2021 Annual Report. The highlights of the Annual Report include the implementation of a new equity, diversity, and inclusion pillar as part of the strategic plan and service provision during the pandemic.

EXECUTIVE SESSION

Paul LaTour moved, seconded by Suzanne Stegeman, to adjourn to Executive Session at 7:35 p.m. to discuss the semi-annual review of executive session minutes (5 ILCS 120/2(c)(21)).

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Riddick, Stegeman

No: none

Abstain: None

Absent: None

Motion carried

EXECUTIVE SESSION APPROVED

ADJOURN EXECUTIVE SESSION

On a motion by Melinda Riddick, seconded by Ryan Cytryn, the board voted unanimously by roll call to adjourn executive session at 7:41 p.m.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Motion carried

ADJOURNED EXECUTIVE SESSION APPROVED

RETURN TO OPEN SESSION

Matthew Orr moved, seconded by Paul LaTour to return to Open Session at 7:42 p.m.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Motion Carried

MOTION TO RETURN TO OPEN SESSION APPROVED

APPROVAL TO RELEASE PORTIONS OF THE MINUTES OF APRIL 28, 2021 EXECUTIVE SESSION MINUTES

The board has found that for reasons of personal privacy or protection of the public interest the need for confidentiality still exists as to parts of April 28, 2021 minutes and for the minutes of the March 24, 2021 executive session meeting, and as such those minutes and portions of minutes will be kept confidential at this time.

On a motion by Melinda Riddick, seconded by Suzanne Stegeman, the board voted unanimously to release for public inspection parts of the executive session minutes for April 28, 2021. Released executive session minutes will contain the agreed redactions and will be available for public inspection in the administrative offices and published on the library's website.

Roll call on motion:

Yes: Trustees Cytryn, Filapek, LaTour, Londhe, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Motion carried

APPROVAL OF RELEASE OF PORTIONS OF THE MINUTES OF APRIL 28, 2021, EXECUTIVE SESSION MINUTES

ADJOURNMENT

Matthew Orr, seconded by Paul LaTour, the board voted unanimously to adjourn at 7:45 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees

Kg