

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

**March 24, 2021**

**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 6:04 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 the library's best interest to hold a virtual meeting to perform essential business.

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

Absent: John Savage

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

**ADDITIONS/CHANGES TO THE AGENDA:** We will meet in Executive Session to discuss collective negotiating matters and semi-annual review of executive session minutes, removing the discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

**MINUTES OF FEBRUARY 24, 2021 BOARD MEETING:**

Delia Nila Basile moved, seconded by Joe Filapek to approve the minutes of the February 24, 2021 Board Meeting.

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

No: None

Abstain: None

Absent: Savage

Motion Carried

**BOARD MEETING 2-24-21 MINUTES APPROVED**

**EXECUTIVE DIRECTOR'S REPORT:** Michaela Haberkern summarized what APLD is doing to help our community get vaccinated. Our phone bank continues to field calls with questions about vaccination, help customers register for information and updates and assists in making appointments for vaccination. We also have vaccination sign-up stations at all APLD locations to allow people to sign up for information and appointments while they are here.

We are in partnership with the Kane County Health Department to provide public programming and information about vaccination for our customers. We've hosted programs in English and Spanish and we'll continue to work with them and with all our trusted partners to keep our community informed and connected. Government employees, which includes library staff, became eligible for vaccination in Illinois on Monday, March 22.

We have previously discussed joining a consortium so that our customers have easier access to a broader collection without the long wait times that can accompany the ILL process. We've been working on that for a few months and by next month we will have a recommendation to bring to the board.

**FOUNDATION REPORT:** Laura Stoney presented the APLD Foundation's recap of 2020. The Foundation raised approximately \$382,000.00. There was a 30% drop in donations during the pandemic. The Foundation focused on distributing literacy packets in support of early childhood literacy, and the packets will continue in 2021.

The Foundation has raised \$267,200 for the new bookmobile campaign. Delia Nila Basile and Sherman Jenkins co-chair the campaign and are meeting with community leaders to build support for the campaign. The Foundation and the library continue to seek grants for the bookmobile.

**PUBLIC COMMENTS:** One community member thanked the library for extending the library open hours and keeping them the same hours for all three branches, complimented the security guards at the West Branch, and expressed appreciation for Miriam Meza-Gotto and the Covid related links on our website.

**NEW BUSINESS:**

Approval of February-March Bills

Eva Serrano moved, seconded by Delia Nila Basile to approve the monthly expenditures as listed on the Authorization Sheet for the period February 25, 2021 to March 24, 2021 in the amount of \$843,316.71.

Roll call on motion:

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

No: None

Abstain: None

Absent: Savage

Motion Carried

**PAYMENT OF BILLS 2-25-21 TO 3-24-21 APPROVED**

Questions on bills:

Tom Spicer discussed staff recognition and staff appreciation expenses over the past year.

Matthews Specialty Vehicles, Zantrex System, \$26,617. This was a 50% deposit of the \$53,000 for an electric generator and battery system that the board approved.

Midco E-rate rewriting and Juniper Warranty, \$65,318 and Tel/Logic Inc, E-Rate Consulting, \$8,000: The \$65,000 expenditure is for rewiring projects at Santori. The second expenditure is for our e-rate consultant, who manages the bid and reporting process for us. It's well worth the expense; the library saves tens of thousands of dollars per project.

SWAN RBRC - These are reimbursements to the SWAN consortium for books that our customers borrowed from SWAN and did not return.

Per Capita Grant Requirements

Brenda Blough introduced Chapter 3 Personnel in Serving Our Public 4.0. This chapter highlights the Personnel Standards that are required. These standards include 1) A board approved Personnel Policy Employee Handbook; 2) Sufficient staffing levels; 3) Job descriptions; 4) Personnel Policy, Job Descriptions

and Hiring Practices which are compliant with the EEOC and ADA; 5) Compensation that is a fair and equitable; 6) New employee orientation; 7) Performance appraisal system and 8) Professional development. The library meets or exceeds all the requirements.

#### Ordinance In Electing Participation in IMRF

As part of becoming a library district we must elect independently to participate in the Illinois Municipal Retirement Fund and Ordinance No. 2021-2 is part of that process. We were previously under the City's umbrella in IMRF.

Joe Filapek moved, seconded by Delia Nila Basile to approve Ordinance Number 2021-2 Electing Participation in the Illinois Municipal Retirement Fund.

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

No: None

Abstain: None

Absent: Savage

Motion Carried

### **ORDINANCE NUMBER 2021-2 ELECTING PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND APPROVED**

#### Approval of Ethics Ordinance

Effective 2003, every unit of local government is required to have an ethics ordinance in force. As a City department, we operated under the City's ethics ordinance and now as a library district we must adopt our own. This is taken directly from the model ordinance in the statute.

Delia Nila Basile moved, seconded by Eva Serrano to approve Ordinance Number 2021-3 Regulating Political Activities and the Solicitation and Acceptance of Gifts by Officers and Employees of the Aurora Public Library District.

Roll call on motion:

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

No: None

Abstain: None

Absent: Savage

Motion Carried

### **ORDINANCE NUMBER 2021-3 REGULATING POLITICAL ACTIVITIES AND THE SOLICITATION AND ACCEPTANCE OF GIFTS BY OFFICERS AND EMPLOYEES OF THE AURORA PUBLIC LIBRARY DISTRICT APPROVED**

#### Reopening Plan

Michaela Haberkern reviewed a proposed reopening plan for the board. As case positivity rates either remain flat or continue to improve, and vaccinations continue apace, we expect to be back to normal hours and services by June 1.

In Step 1 the library realigns services and hours as of March 13. All services are available all the hours we are open.

In Step 2 the library eliminates appointments for Browse & Go and Public Computers, increases capacity limits, lengthens visit times to 2 hours, and opens the Makerspace by appointment. Target Date is April 12, pending improving or flat positivity rates.

Step 3 eliminates time limits for visits, restores all seating, and reintroduces in-person programming, mostly outdoors. Target date is May 10, pending improving or flat positivity rates.

Step 4 is a return to full hours and services, and elimination of staff bubbles. Target date is June 1, pending improving or flat positivity rates.

We'll continue to follow CDC and IDPH guidance regarding precautions and if things get worse, we will reevaluate the timing for these steps. We are moving in the right direction and we're very much looking forward to getting back to some semblance of normal. You'll start seeing some public messaging about this plan soon.

#### EXECUTIVE SESSION

Joe Filapek moved, seconded by Delia Nila Basile, to adjourn to Executive Session at 7:08 p.m. to discuss the collective negotiating matters between the public body and its employees or their representatives (5 ILCS 120/2(c)(2)), and semi-annual review of executive session minutes.

Roll call on motion:

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

No: none

Abstain: none

Absent: Savage

Motion carried

**EXECUTIVE SESSION APPROVED**

#### ADJOURN EXECUTIVE SESSION

On a motion by Delia Nila Basile, seconded by Melina Riddick, the board voted unanimously by roll call to adjourn executive session at 7:20 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: Savage

Motion carried

**ADJOURNED EXECUTIVE SESSION APPROVED**

#### RETURN TO OPEN SESSION

Eva Serano moved, seconded by Joe Filapek to return to Open Session at 7:21 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: Savage

Motion Carried

**MOTION TO RETURN TO OPEN SESSION APPROVED**

#### APPROVAL TO RELEASE PORTIONS OF THE MINUTES OF SEPTEMBER 23, 2020 EXECUTIVE SESSION MINUTES

On a motion by Melinda Riddick, seconded by Delia Nila Basile, the board voted unanimously to release for public inspection parts of the executive session minutes for September 23, 2020. 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: Basile, Butler, Filapek, Riddick, Serrano, Smith

No: none

Abstain: none

Absent: Savage

Motion carried

**APPROVAL OF RELEASE OF PORTIONS OF THE MINUTES OF SEPTEMBER 23, 2020,  
EXECUTIVE SESSION MINUTES**

**ADJOURNMENT**

Joe Filapek moved, seconded by Delia Nila Basile, the board voted unanimously to adjourn at 7:23 p.m.

Roll call on motion:

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

No: None

Abstain: None

Absent: Savage

Motion carried.

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors

Kg