



**AURORA PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
BOARD OF LIBRARY TRUSTEES  
June 23, 2021**

**CALL TO ORDER: at 6:00 p.m.**

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

Absent: None

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, Administrative Assistant Kim Gautschi

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

**MINUTES OF MAY 26, 2021 BOARD MEETING:**

Ryan Cytryn moved, seconded by Sandeep Londhe, the board voted unanimously to approve the minutes of the May 26, 2021 Board Meeting.

All in Favor

Motion Carried

**BOARD MEETING 5-26-21 MINUTES APPROVED**

**EXECUTIVE DIRECTOR'S REPORT:** Michaela Haberkern welcomed everyone to the first in-person meeting since February 2020. In addition, Michaela welcomed students from Aurora University present to complete an assignment.

The attorney general's required Open Meetings Act training is still down. Board members will have access to training that RAILS sponsored with Ancel Glink, a law firm that specializes in local governments. This will give trustees the opportunity to have more context about the requirements of the Open Meetings Act and ensure that we are all following the law. Once the attorney general's training is open, that training will need to be completed as required by law.

Jamie Rachlin of Meristem Advisors will provide training later this summer on the budget/levy cycle and library district finance matters.

**STAFFING OVERVIEW:** Brenda Blough, HR Manager, presented an overview of APLD staffing. Brenda also gave a summary of HR practices highlighting the library's hiring, performance management, and staff development.

Laura Stoney, Foundation Manager, introduced the Aurora Public Library District Foundation to the board and gave an overview of the Foundation's history and purpose. The Foundation's purpose is to support library operations with fundraising. Major efforts have included the Santori Library, Light of Learning Scholarships, and literacy packets during the pandemic. The Foundation is currently raising funds for a new bookmobile.

**PUBLIC COMMENTS:** Two community members thanked the staff for all the library did during pandemic and welcomed the new Board of Trustees.



**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 May-June Bills

Melinda Riddick moved, seconded by Matthew Orr to approve the monthly expenditures as listed on the Authorization Sheet for the period May 27, 2021 to June 23, 2021 in the amount of \$944,420.75.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**PAYMENT OF BILLS 5-27-21 TO 6-23-21 APPROVED**

Committee Appointments

The board's bylaws state that committees are appointed by the president and that the president assigns the chair of each committee. Board President Joe Filapek announced the following committee appointments:

- Finance Committee is comprised of Melinda Riddick, Ryan Cytryn and Joe Filapek with Melinda Riddick as chair.
- Buildings and Grounds Committee is Suzanne Stegeman, Matthew Orr and Melinda Riddick with Suzanne Stegeman as chair.
- Policy and Personnel Committee is Paul LaTour, Sandeep Londhe and Matthew Orr with Paul LaTour as chair.

Committee assignments will be reviewed annually or as needed and terms will last for two years.

Consortium Recommendation

Michaela Haberkern gave an overview of how Illinois libraries share materials. APLD is currently a standalone library meaning our customers are the only ones that have immediate access to our collection. Joining a consortium would be an added convenience for library customers to have access to other library collections and decrease the staff time needed to process ILL. Staff looked at consortiums in our area and recommend that the Aurora Public Library District join LinkIn, a group of large public libraries in northern Illinois.

Paul LaTour moved, seconded by Sandeep Londhe to approve the staff recommendation that the Aurora Public Library District join the consortium LinkIn Libraries.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

**STAFF RECOMMENDATION THAT AURORA PUBLIC LIBRARY JOIN CONSORTIUM LINKIN LIBRARIES APPROVED**



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Working Budget

Michaela Haberkern discussed the budget process with the board and introduced a proposed working budget for fiscal year 2021/2022. This budget consists of branch and department requests and known capital needs as well as expenditures for materials, programming, staffing, improvements, and other usual expenses. The budget anticipates an increase in revenues due to inflation and growth. This working budget discussion is the first step in the budget and levy process which will continue on the committee and board level over the next few months.

**MINUTES OF APRIL 28, 2021 EXECUTIVE SESSION**

Matthew Orr moved, seconded by Paul LaTour, the board voted unanimously to approve the minutes of the April 28, 2021 Executive Session stating the minutes were an accurate representation of the proceedings of the April 28, 2021 Executive Session.

All in favor.

Motion carried.

**EXECUTIVE SESSION 4-28-21 MINUTES APPROVED**

**ADJOURNMENT**

Matthew Orr moved, seconded by Ryan Cytryn, the board voted unanimously to adjourn at 7:38 p.m.

All in favor

Motion carried.

**ADJOURNMENT  
CERTIFIED TO BE A TRUE COPY**

Kg

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Secretary, Board of Trustees