



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
JULY 28, 2021**

CALL TO ORDER: 6:01 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, Communications Manager Miriam Meza-Gotto, IT Manager Jonathan Hauser, Municipal Advisor Jamie Rachlin of Meristem Advisors and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF JUNE 23 BOARD MEETING:

Matthew Orr moved, seconded by Paul LaTour, the board voted unanimously to approve the minutes of the June 23, 2021 Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 6-23-2021 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT: Michaela Haberkern announced library use is bouncing back from the pandemic. We are watching the Delta variant and if there is guidance to require staff and customers to mask up, we will do that. Our bookmobile vendor has pushed our delivery date back to June 2022, citing supply chain issues. West Branch will begin soliciting public feedback on paint and carpet palettes for the new bookmobile. We are currently in the policy review phase of our Equity, Diversity, and Inclusion project with RGW Consulting. Following this review, we will begin training board, managers, and staff. As we continue to increase services and programs, we are also hiring to fill vacant positions. We have recently hired an early literacy specialist in the Kiwanis Children's Center at Santori, a librarian in the Adult Services Department and filled openings in Digital Services.

IT UPDATE: Jonathan Hauser, IT Manager, presented highlights of the library's technology infrastructure.

FINANCE COMMITTEE REPORT:

The Finance Committee met on July 15 to discuss Budget and Appropriation Ordinance. The Committee recommends the board adopt this ordinance in tentative form tonight.

BUILDINGS AND GROUNDS COMMITTEE REPORT:

The Buildings and Grounds Committee met on July 21 to review the library's capital plan and the committee's 2019



and 2020 work on the Request for Qualifications for Architectural Services. The committee decided to bring in four firms for interviews. The next meeting date is August 10 to prepare for architect interviews on August 28. The committee could bring a recommendation to the board in September.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on July 22 to review the Membership Policy, the Interlibrary Loan Policy, the Customer Behavior and Security Policy and the Computer and Internet Use Policy. The committee recommends that the full board approve these policies.

PUBLIC COMMENTS: One community member spoke to thank Jamie Rachlin, municipal advisor, for his expertise and guidance provided to the library during the past year’s transition and encouraged the new board to continue to seek Jamie’s expertness and competence.

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 June-July Bills

Suzanne Stegeman moved, seconded by Ryan Cytryn to approve the monthly expenditures as listed on the Authorization Sheet for the period June 24, 2021 to July 28, 2021 in the amount of \$1,177,334.20.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

PAYMENT OF BILLS 6-24-21 TO 7-28-21 APPROVED

Amendment to the APLD Cafeteria Plan with Health Flexible Spending Arrangement

Brenda Blough, HR Manager, advised *The Cares Act* recently signed into law has eliminated the doctor’s prescription requirement to purchase OTC drugs and has added feminine hygiene products to the list of eligible expenses for reimbursement in the Flexible Spending Arrangement. Our Flex Plan Administrator requires the board to approve an amendment to the APLD Cafeteria Plan with Health Flexible Spending to accept these changes.

The board voted unanimously to approve the amendment to the Aurora Public Library District Cafeteria Plan with Health Flexible Spending Arrangement.

All in Favor

Motion Carried

AMENDMENT TO THE AURORA PUBLIC LIBRARY DISTRICT CAFETERIA PLAN WITH HEALTH FLEXIBLE SPENDING ARRANGEMENT APPROVED



Budget and Levy process: Jamie Rachlin of Meristem Advisors

Jamie Rachlin, municipal advisor of Meristem Advisors, gave a brief overview of the budget and library process as well as the Tentative Budget and Appropriations Ordinance before the board for approval and discussed the public hearing and publication requirements for the B&A Ordinance.

Matthew Orr moved, seconded by Paul LaTour to adopt the Budget and Appropriations Ordinance in tentative form.

Roll call on motion:

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

No: None

Abstain: None

Absent: None

Motion Carried

THE ADOPTION OF THE BUDGET AND APPROPRIATIONS ORDINANCE IN TENTATIVE FORM APPROVED

Circulation Policy Revisions

The Circulation Policy has been substantially revised. Now the Membership Policy, it eliminates fines and expiration dates, increases the number of items that can be checked out on customer accounts, and shortens the policy. The board discussed the wording of the General Guidelines section and agreed to remove the word “free”.

Paul LaTour moved, seconded by Matthew Orr to approve the Membership policy as amended.

All in Favor

Motion Carried.

THE MEMBERSHIP POLICY APPROVED AS AMENDED

Interlibrary Loan Policy

The committee recommended that the board rescind the Interlibrary Loan Policy as superfluous.

Paul LaTour moved, seconded by Melinda Riddick, to rescind the Interlibrary Loan Policy.

All in Favor

Motion Carried.

Customer Behavior and Security Policy Revision

The Board reviewed the Customer Behavior and Security Policy Revisions. Under Expectations of Customer Behavior, the board agreed that the policy should refer to “illegal” drugs. There were questions about service animals and photography in the library and the board chose to table the discussion and have the policy brought back next month after additional research has been completed

THE CUSTOMER BEHAVIOR AND SECURITY POLICY WAS TABLED



Internet and Computer Use Policy Revision

This policy was unchanged except for updates to the demographic information.

Matthew Orr moved, seconded by Ryan Cytryn to approve the Internet and Computer Policy.

All in Favor

Motion Carried

THE INTERNET AND COMPUTER POLICY APPROVED

ADJOURNMENT

Sundee Londhe moved, seconded by Matthew Orr, the board voted unanimously to adjourn at 7:33 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees

Kg