



**AURORA PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
BOARD OF LIBRARY TRUSTEES
August 25, 2021**

CALL TO ORDER: 6:03 p.m.

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

Absent: Sandeep Londhe

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, and Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF JULY 28, 2021 BOARD MEETING:

Paul LaTour moved, seconded by Matthew Orr, the board voted unanimously to approve the minutes of the July 28, 2021 Board Meeting.

All in Favor

Motion Carried

BOARD MEETING 7-28-2021 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT: Michaela Haberkern reported on the progress of library's transition out of the City's payroll and accounting system. We expect to be live in our new system by October. We have asked the City leadership for a meeting to tie up loose ends regarding our bonds, impact fees, what happens when the City annexes property, a more formal agreement about use and maintenance of the Santori parking lots, TIF joint review board and other items.

At the request of a trustees, Michaela briefed the board on the library's property.

FOUNDATION REPORT: Laura Stoney reported on the Foundation's efforts including the Virtual 5k beginning Monday, August 30 and concluding September 6. She invited the board to attend a press conference on September 23 at 10:00 a.m. at the Santori Library honoring the Dunham Foundation, a major donor to the bookmobile campaign.

NEIGHBORHOOD SERVICES UPDATE: Heather Sturm, Director of Neighborhood Services, gave an overview of Eola Road Branch, West Branch, and the Outreach Services Department.

BUILDINGS AND GROUNDS COMMITTEE REPORT:

The Buildings and Grounds Committee met on August 10, 2021. Committee chair Suzanne Stegeman reported that architect interviews will be held on Saturday, October 28. The meeting is open to the public and everyone is welcome to attend. The committee will bring a recommendation to the board in September and the staff will negotiate a contract.

POLICY AND PERSONNEL COMMITTEE REPORT:

The Policy and Personnel Committee met on August 17, 2021. Committee chair Paul LaTour advised that the committee recommends that the full board rescind the Loan Period Policy and the Smoke Free Campus Policy, and that the full board approve the revisions to the Customer Behavior and Security Policy, the Collection Development Policy, and the Information Services Policy. The committee also reviewed a data policy notice which is required by Apple and Google. The committee will bring more policies to the board in September and October.

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 July-August Bills

Ryan Cytryn moved, seconded by Melinda Riddick to approve the monthly expenditures as listed on the Authorization Sheet for the period July 28, 2021 to August 25, 2021 in the amount of \$942,946.50.

Roll call on motion:

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

No: None

Abstain: None

Absent: Londhe

Motion Carried

PAYMENT OF BILLS 7-28-21 TO 8-25-21 APPROVED

2021-2022 BUDGET APPROPRIATIONS ORDINANCE

Paul LaTour moved, seconded by Ryan Cytryn to approve the 2021-2022 Budget and Appropriations Ordinance in final form.

Roll call on motion:

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

No: None

Abstain: None

Absent: Londhe

Motion Carried

2021-22 BUDGET AND APPROPRIATIONS ORDINANCE IN APPROVED

2021-2022 CERTIFIED ESTIMATE OF REVENUES BY SOURCE

Ryan Cytryn moved, seconded by Paul LaTour to approve the 2021-2022 Certified Estimate of Revenues by Source.

Roll call on motion:

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

No: None

Abstain: None

Absent: Londhe

Motion Carried

2021-2022 CERTIFIED ESTIMATE OF REVENUES BY SOURCE APPROVED

Loan Period Policy

The committee recommended that the board rescind the Loan Period Policy as it is now included in the Membership Policy.

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

All in Favor

Motion Carried.

THE DECISION TO RESCIND THE LOAN PERIOD POLICY APPROVED

Smoke Free Campus Policy

The committee recommended that the board rescind the Smoke Free Campus Policy as smoking is prohibited by the Customer Behavior and Security Policy.

Matthew Orr moved, seconded by Melinda Riddick, to rescind the Smoke Free Campus Policy.

All in Favor

Motion Carried.

THE DECISION TO RESCIND THE SMOKE FREE CAMPUS POLICY APPROVED

Customer Behavior and Security Policy Revision

The committee reviewed this as the board requested at the last meeting with special attention to the photography and service animal provisions.

Paul LaTour moved, seconded by Matthew Orr to approve the revised Customer Behavior and Security Policy.

All in Favor

Motion Carried.

THE REVISION OF THE CUSTOMER BEHAVIOR AND SECURITY POLICY APPROVED

Collection Development Policy Revision

This revision is part of our Equity, Diversity, and Inclusion audit. Changes include representation of resident native languages in the selection criteria and removal of the introductory demographic profile.

Paul LaTour moved, seconded by Ryan Cytryn to approve the revised Collection Development Policy.

All in Favor

Motion Carried.

THE REVISION OF THE COLLECTION DEVELOPMENT POLICY APPROVED

Information Services Policy Revision

This revision is also part of our Equity, Diversity, and Inclusion audit. The only significant changes are not charging for proctoring, and the removal of the introductory demographic profile.

Suzanne Stegeman moved, seconded by Ryan Cytryn to approve the revised Information Services Policy.

All in Favor

Motion Carried.

THE REVISION OF THE INFORMATION SERVICES POLICY APPROVED

ADJOURNMENT

Paul LaTour moved, seconded by Ryan Cytryn, the board voted unanimously to adjourn at 7:13 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees

Kg