

**AURORA (ILLINOIS) PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF DIRECTORS
POLICY AND PERSONNEL COMMITTEE MEETING**

February 17, 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.

Melinda Riddick stated in accordance with the Government Emergency Administrative Act PA100-0640, The Aurora Public Library District Policy and Personnel Committee finds an in-person meeting is not practical or prudent because of the ongoing public health emergency and believes it is in our best interest to hold a virtual meeting to perform essential business.

CALL TO ORDER: at 5:08 p.m.

Present: Trustees Melinda Riddick, Eva Serrano

Absent: Andrew Smith

Also present Executive Director Michaela Haberkern, Communications Manager Miriam Meza-Gotto and Administrative Assistant Kim Gautschi

MINUTES OF THE DECEMBER 16, 2020 POLICY AND PERSONNEL COMMITTEE MEETING:

Eva Serrano moved, seconded by Melinda Riddick to approve the minutes of the December 16, 2020 Policy and Personnel Committee Meeting minutes.

Yes: Riddick, Serrano

No: None

Abstain: None

Absent: Smith

Motion Carried

PUBLIC COMMENTS: None

Michaela Haberkern advised there are several new and revised policies for the committee to recommend to the full board for approval. We have a review and revision schedule we aspire to, in some cases the time frame is recommended by the Illinois State Library and

in some cases, it is a matter of our local practice. We want to make sure we are clear in what we want to accomplish with our policies, look at what our benchmark libraries policies look like and draft policies that we think will accomplish our goals. We have our attorney, Roger Ritzman or our municipal advisor, Jamie Rachlin review or revise as needed.

BOARD BYLAWS

All Illinois library boards are required to have bylaws and are reviewed at least every three years as recommended by the state library. Many of the changes recommended in the bylaws are related to our conversion to district, i.e. the name and statute citation changes, the number of members, called trustees rather than directors, elected rather than appointed, length of term, etc. The bylaws were drafted by Michaela Haberkern and approved by our attorney, Roger Ritzman.

Eva Serrano moved, seconded by Melinda Riddick for the Policy and Personnel Committee to recommend the revised Board Bylaws to the full board for approval.

Yes: Riddick, Serrano

No: None

Abstain: None

Absent: Smith

Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVED RECOMMENDATION TO THE FULL BOARD TO APPROVE THE REVISION OF THE BOARD BYLAWS

RESERVE AND ACCUMULATION OF FUNDS POLICY

The reserve portion of this policy is new to us as a district library. It allows us to legally accumulate funds for the specified purposes. This policy was drafted by Mary Myers and reviewed and approved with Jamie Rachlin and Roger Ritzman.

Eva Serrano moved, seconded by Melinda Riddick for the Policy and Personnel Committee to recommend the revised Reserve and Accumulation of Funds Policy to the full board for approval.

Yes: Riddick, Serrano

No: None

Abstain: None

Absent: Smith

Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVED RECOMMENDATION TO THE FULL BOARD TO APPROVE THE RESERVE AND ACCUMULATION OF FUNDS POLICY

ACCUMULATION OF FUNDS POLICY

Michaela Haberkern recommends the committee rescind this policy. The Reserve and Accumulation of Funds policy incorporates all the principles that are outlined in the Accumulation of Funds Policy from 2014.

Eva Serrano moved, seconded by Melinda Riddick, for the Policy and Personnel Committee to recommend to the full board to rescind the Accumulation of Funds Policy.

Yes: Riddick, Serrano

No: None

Abstain: None
Absent: Smith
Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVED RECOMMENDATION TO THE FULL BOARD TO RESCIND THE ACCUMULATION OF FUNDS POLICY

INVESTMENT POLICY

This is a new policy and is required as an independent body. The policy outlines how we plan to invest monies. We are limited by statute as to what kind of instruments we can invest in. We must invest as a public agency in low risk and low return funds. This policy was drafted by Mary Myers and reviewed by Jamie Rachlin and Roger Ritzman. It was noted under "Delegation of Authority" the policy refers to the responsibility being delegated to the Director of Finance. It was suggested, in the absence of a current Financial Director, we should amend the language to "Executive Director or Designee."

Eva Serrano moved, seconded by Melinda Riddick for the Policy and Personnel Committee to recommend the Investment Policy as amended to the full board for approval.

No: None
Abstain: None
Absent: Smith
Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVED RECOMMENDATION TO THE FULL BOARD TO APPROVE THE INVESTMENT POLICY AS AMENDED.

LIBRARY EQUIPMENT POLICY

Our library equipment policy was lightly edited in relation to our conversion to a district. The policy provides laptops, tablets, and other equipment we might issue to trustees to aid in performing their official duties. It should be noted the approval line of the policy should read "Board of Trustees" and this will be updated in the policy.

Eva Serrano moved, seconded by Melinda Riddick for the Policy and Personnel Committee to recommend the Library Equipment Policy to the full board for approval as amended.

Yes: Riddick, Serrano
No: None
Abstain: None
Absent: Smith
Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVED RECOMMENDATION TO THE FULL BOARD TO APPROVE THE LIBRARY EQUIPMENT POLICY

PURCHASING POLICY

This policy outlines what is in the statute regarding public purchasing. It does not differ much from our current policy which was last reviewed in 2017. It was noted the library does post advertisements for bids on public bulletin boards at the libraries and will add language to include it electronically on our website and other electronic means. Thresholds in the policy are noted in the statutes. This policy was reviewed by Roger Ritzman.

Eva Serrano moved, seconded by Michaela Haberkern for the Policy and Personnel Committee to recommend the Purchasing Policy to the full board for approval as amended.
Yes: Riddick, Serrano
No: None
Abstain: None
Absent: Smith
Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVED RECOMMENDATION TO THE FULL BOARD TO APPROVE THE PURCHASING POLICY

SALE OR DISPOSAL OF SURPLUS POLICY

Our current policy on the sale or disposal of library property dates from 2014 and has been completely rewritten to account for our transition to district as well as for clarity of purpose. Much of this policy is governed by statute and was approved by Roger Ritzman.

Eva Serrano moved, seconded by Melinda Riddick for the Policy and Personnel Committee to recommend the Disposal of Surplus Policy to the full board for approval.
Yes: Riddick, Serrano
No: None
Abstain: None
Absent: Smith
Motion Carried

POLICY AND PERSONNEL COMMITTEE APPROVED RECOMMENDATION TO THE FULL BOARD TO APPROVE THE SALE OR DISPOSAL OF SURPLUS POLICY

ADJOURNMENT

On a motion by Eva Serrano seconded by Melinda Riddick the Policy and Personnel Committee voted unanimously to adjourn at 5:39 p.m.
Yes: Riddick, Serrano
No: None
Abstain: None
Absent: Smith
Motion Carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Committee Chairperson (Member)

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