

**REGULAR MEETING  
BOARD OF LIBRARY DIRECTORS  
AURORA (ILLINOIS) PUBLIC LIBRARY**

**November 9, 2011**

**CALL TO ORDER:** at 6:58 p.m.

Present: Trustees Jeff Butler, Norma Gobert, Richard Hawks, Walt Meinert, Jeffrey Redding, Anthony Stanford and Jill Wold

Absent: Trustees John Savage and Norma Vazquez

Also present are Library Director Eva Luckinbill, Main Library Coordinator Elizabeth Bumgarner, Business Manager Kathleen Fennell, Public Information Manager Amy Roth and Administrative Assistant Nicoletta Palmeri

**ADDITIONS TO AGENDA:** None

**MINUTES OF THE PREVIOUS MEETING:**

Mr. Meinert moved, seconded by Mr. Hawks to approve the minutes of the October 12, 2011 meeting as written.

All in favor.

Motion carried.

**MINUTES APPROVED**

**PUBLIC COMMENTS:** None

Mrs. Luckinbill recommended a Public Comment Policy that would include a strict 48 hour notification deadline as well as a specific length of time for each speaker. This policy will be added to the By-Laws.

**COMMUNICATIONS**

Mrs. Luckinbill passed around the communications folder and the October 2011 publicity "news clippings" information binder collected by Amy Roth. Additional communication pieces are covered in the Director's Report.

Finance

Mr. Hawks moved, seconded by Mr. Redding to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period October 13, 2011 – November 9, 2011 in the amount of \$847,676.53.

Roll call on motion:

Yes: Butler, Gobert, Hawks, Meinert, Redding, Stanford, Wold

No: None

Absent: Savage and Vazquez

Abstained: None

Motion carried.

**PAYMENT OF BILLS**

Mrs. Luckinbill brought forward the FY2012 Proposed Library Annual Budget submitted to City Council for the board members review.

All in favor.

Motion carried.

## **APPROVED FY2012 PROPOSED BUDGET**

### Building & Grounds

No committee report.

### **Existing Main Library**

Two garage door panels were replaced at the Main Library stated Kathleen Fennell.

A new book drop was installed at the Main Library stated Beth Bumgarner.

The Circulation area was painted at the West Branch noted Eva Luckinbill.

### **New Main Library**

Jeff Butler, John Savage, Eva Luckinbill, Carrie Ann Ergo, Mike Konopka and John Cordogan from Cordogan, Clark and Associates met with Mayor Weisner on Friday, November 4, 2011. Mayor Weisner recommended scaling down the size of the new building from 100,000 square feet to 95,000 square feet. The trade-offs in reducing the size, reconfiguring the design and using different building materials would decrease the overall building budget from \$30 million to \$28 million. The two million dollar difference would be expended to support Eola and West. The Mayor advised the new main library committee not to go before City Council until January or February.

The new main library committee continues to meet with local community members for support and input to help plan for the new main library:

Jeff Butler and John Savage met with Aldermen Abby Schuler and Bob O'Connor from the northeast side neighborhood to gain support for the new main library.

Jeff Butler met with Dr. Sherrick from Aurora University who suggested arranging a meeting with the city's CEO's to examine their support, concerns and also engage other community groups, including school superintendents and the Hispanic community. Jeff Butler will contact Dr. Sherrick to discuss a plan for setting up a CEO meeting.

Jill Wold suggested contacting Dr. Roberts, Superintendent of Schools at East Aurora Schools to discuss their support for a new library.

Jill Wold asked the board to consider contacting NIU to develop/conduct a new survey targeting the community to get a sense of how they feel about a new main library. All wards should be represented as well. Board members agreed that the survey must include a couple of questions about a tax increase for the new library. Board members will also consider contacting Aurora University to develop a community survey.

Eva Luckinbill noted that Bonnie Seby attended a Public Library Construction Grant Program workshop on November 2, 2011. There is a certain window of opportunity to apply for the grant. The application is due April 2012 and will be awarded in August 2012; however, libraries can not go out to bid or be in the construction phase of their project during the application process. They must wait until the grant is awarded. The grant will cover up to 40% of the construction costs stated Mrs. Luckinbill. However, the money will not be available until high risk high bonds are sold.

Eva Luckinbill met with the City of Aurora's Planning & Development department to discuss the future of Middle Avenue. The city has determined that Middle Avenue will remain a two way street. They've also noted that the parking lot adjacent to the new library property may be subject to future developments; therefore, the library should consider the lot a temporary parking lot.

#### Technology

No committee report.

In FY2010 a Decision Package was submitted and approved to upgrade the library's VoIP Telecommunication System stated Mrs. Luckinbill. However, the project was not able to get underway in 2011, so the library rolled over the Decision Package to FY2011 budget. A Request for Proposal (RFP) was issued, eight vendors attended a non-mandatory walk-through meeting on October 4, 2011, four bids met the bid deadline on October 14, 2011 at 3:00 p.m. and one bid did not. Two vendors were selected for final interviews. The contract was awarded to Midco in the amount of \$138,072.81 and forwarded to the library attorney for review. Minor changes were identified and will be amended final review and board approval.

Walt Meinert moved, seconded by Dick Hawks to proceed and approve the Midco contract in the amount of 138,072.81 including suggested changes made by the library attorney.

Roll call on motion:

Yes: Butler, Gobert, Hawks, Meinert, Redding, Stanford, Wold

No: none

Absent: Trustee Savage and Vazquez

Motion carried.

#### **APPROVED MIDCO, INC. VOIP TELECOMMUNICATIONS CONTRACT**

Eva Luckinbill and the New Main Library Committee are in the process of setting-up a community Technology Committee for the new main library.

#### Advocacy/Community Support

No committee report.

Norma. Gobert thanked the Board members for their support and attendance at the "Magical Evening of Imagining ...the possibilities" fundraiser. Preliminary proceeds are estimated at \$20,000 stated Eva Luckinbill.

Library & Personnel  
No committee report.

Eva Luckinbill presented a draft of the updated Library Code of Conduct to the board for their review and approval. The second part of the attachment will aid the staff to better enforce the conduct.

Jill Wold moved, Dick Hawks seconded to approve the updated Library Code of Conduct.  
All in favor  
Motion carried.

**APPROVED UPDATED LIBRARY CODE OF CONDUCT**

**EXECUTIVE SESSION**

Dick Hawks moved, seconded by Norma Gobert to go into Executive Session at 8:38 p.m. Reconvened from Executive Session at 9:46 p.m. During Executive Session the Library Board discussed two personnel issues, real estate transactions and union negotiations.

Jill Wold moved, seconded by Jeffrey Redding to approve Eva Luckinbill's two personnel requests regarding pay for 50 hours of unused paid time and no salary increase for FY2012.  
All in favor.  
Motion carried

**PERSONNEL REQUEST APPROVAL**

**DIRECTOR'S REPORT**

Circulation statistics decreased at Eola Road Branch during the month of November.

Kudos to Teen Services Librarian, Hannah Berry for her article "Get Ready for the 2012 Young Adult Literature Symposium" in the Fall 2011 YALS magazine.

**FORMER BUSINESS**

Eva Luckinbill arranged a meeting with patron and coordinator to meet for an apology. Jill Wold and board members thanked the coordinator.

**NEW BUSINESS**

A sample prescription bag from Kingsway Pharmacy was shown to the board. Kathleen Butzen and Amy Roth arranged for the advertisement highlighting Outreach Services displayed on 5,000 bags.

**ADJOURNMENT:**

Dick Hawks moved, seconded by Norma Gobert to adjourn at 9:49 p.m.  
All in favor.  
Motion carried.

**ADJOURNMENT**

**CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors

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