

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

**May 11, 2011**

**CALL TO ORDER:** at 7:03 p.m.

Present: Trustees Jeffry Butler, Richard Hawks, John Savage, Anthony Stanford, Jill Wold

Absent: Trustees Norma Gobert, Walt Meinert, Jeffrey Redding, 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:**

**MINUTES OF THE PREVIOUS MEETING:**

Mr. Savage moved, seconded by Mrs. Wold, to approve the minutes of the March 9, 2011 meeting as written.

All in favor.

Motion carried.

**MINUTES APPROVED**

**MINUTES OF THE PREVIOUS MEETING:**

Mr. Hawks moved, seconded by Mrs. Wold, to approve the minutes of the April 13, 2011 meeting as written.

All in favor.

Motion carried.

**MINUTES APPROVED**

**COMMUNICATIONS**

Mrs. Luckinbill passed around the communications folder and the March/April 2011 publicity “news clippings” information binder collected by Amy Roth. Additional communication pieces are covered in the Director’s Report.

## **COMMITTEE REPORTS**

### Finance

Mr. Hawks moved, seconded by Mr. Savage to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period March 10, 2011 through April 13, 2011 in the amount of \$915,540.94.

Roll call on motion:

Yes: Butler, Hawks, Savage, Stanford, Wold

No: none

Absent: Trustees Gobert, Meinert, Redding, Vazquez

Abstained: none

Motion carried.

### **PAYMENT OF BILLS**

Mr. Hawks moved, seconded by Mr. Savage to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period April 14, 2011 through May 11, 2011 in the amount of \$871,119.91

Roll call on motion:

Yes: Butler, Hawks, Savage, Stanford, Wold

No: none

Absent: Trustees Gobert, Meinert, Redding, Vazquez

Abstained: none

Motion carried.

### **PAYMENT OF BILLS**

### Building & Grounds

No committee report.

Mr. Savage stated that seventeen Requests for Qualifications (RFQ) for Landscaping Design services were received for the new library building project. Of the seventeen, four finalists were selected and interviewed on April 21, 2011 - Design Perspectives, Inc., Hitchcock Design Group, Schoppe Design Associates, Inc. and Wills Burke Kelsey Associates, Ltd. Mrs. Luckinbill, Board Trustees Mr. Butler and Mr. Savage recommended Schoppe Design Inc. to partner with Cordogan, Clark & Associates. The firm's expertise and preliminary urban and green space design ideas were fundamental in the selection process.

Mr. Savage moved, seconded by Mr. Hawks to move forward to negotiate a contract with landscaping architects Schoppe Design Associates, Inc.

All in favor.

Motion carried.

### **APPROVAL OF LANDSCAPING ARCHITECT SELECTION**

Mr. Savage noted that two Requests for Qualifications will be written soon one for Technology and the other Interior Design Services.

Mrs. Luckinbill noted that multiple meetings have been held with the library staff and Cordogan, Clark & Associates to develop the footprint of the building, determine preliminary space needs and department floor locations. R.C. Wegman has been part of the discussions as well.

Mrs. Luckinbill sat in on a meeting with representatives from Cordogan, Clark & Associates and the City of Aurora's civil engineers to discuss the positions of the existing ComEd electrical poles/lines on the new Main Library property. The architects would like to negate the need to add two foot of free board on Middle Avenue. These infrastructure decisions will be made by City of Aurora.

Mrs. Luckinbill reported that the buildings on the new properties are completely demolished. They will be graded, top soil added and seeded within the next week or two. Final property inspection is scheduled for Tuesday, May 31, 2011.

#### Technology

No committee report.

The Network Support Team, Debra Stombres and Claudia Race continue to reorganize the O drive.

#### Advocacy (Community Support)

No committee report.

Kelly McCleary, Foundation Board member requested the Board members support in obtaining donations for the fundraiser "Magical Evening of Imagining... the possibilities" on October 28, 2011 at the Eola Road Branch. In addition, fundraising letters were sent to companies in the community to illustrate a different way to help support the event.

The Aurora Public Library Foundation requested the Aurora Public Library Board of Directors to approve the feasibility study consultants for a new Capital Campaign for the new Main Library. Mr. Butler, Mr. Hawks and Mrs. Luckinbill were part of selection oversight committee. Jerold Panas, Linzy & Partners, Inc. was selected based on their overall process which includes a professional writer to help prepare the New Main Library Case for Support and its experience with library fundraising.

Mr. Hawks moved, seconded by Mr. Savage to approve Jerold Panas, Linzy & Partners, Inc. to go forth with the feasibility study for the Aurora Public Library.

All in favor.

Motion carried.

### **APPROVAL OF FEASIBILITY STUDY CONSULTANT**

Mrs. Luckinbill provided the board with documents related to the formation of a Citizens Advisory Group. The group is being formed to provide community reaction and feedback to the Library Board of Directors as the plans for the new main library progress. A letter of invitation, application and purpose statement will be mailed to community members who represent the community's interest in the project. Board members can also provide nominations to the business office. Mrs. Luckinbill has appointed Ms. Bonnie Seby, the library's Special Projects Librarian as the facilitator of the group. Mr. Konopka of Cordogan Clark & Associates will be asked to provide drawings and plans at appropriate meetings.

Mr. Savage moved, seconded by Mr. Hawks to establish a Citizens Advisory Group for the new Main Library.

### **APPROVAL OF CITIZENS ADVISORY GROUP**

Library & Personnel  
No committee report.

The continuation of the 2011-2012 non-resident card participation program and the non-resident card fee was presented to the board by Mrs. Wold. Using the states general mathematical formula the new non-resident card fee will be decreased from \$190.00 to \$165.00. The recently released 2010 federal census figures was the primary factor in this decrease.

Mrs. Wold moved, seconded by Mr. Savage to approve the continued participation in the non-resident card program for 2011-2012.  
All in favor.  
Motion carried.

### **NON-RESIDENT CARD PARTICPATION APPROVAL**

Mrs. Wold moved, seconded by Mr. Hawks to set the non-resident card fee at \$165.00 for the period July 1, 2011 through June 30, 2012.  
All in favor.  
Motion carried.

### **NON-RESIDENT CARD FEE APPROVAL**

Mrs. Wold requested the board approve the Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers (SSNs) which the Library may collect, maintain and use.

Mrs. Wold moved, seconded by Mr. Savage to approve the Identity Protection Policy at the Aurora Public Library effective June 1, 2011.

### **APPROVAL OF IDENTITY PROTECTION POLICY**

**EXECUTIVE**

**SESSION**

None

**DIRECTOR'S REPORT**

Main Library Teen Librarian Hannah Berry was nominated and appointed to the American Library Association YALSA committee to assist in planning the 2012 National Conference for Young Adult Library Services in St. Louis.

Kathleen Butzen is on the National Bookmobile Committee.

Control panel parts for the 1996 Dodge air conditioning unit have been ordered since it is not working properly and has to be checked daily. Mrs. Luckinbill stated that a decision package has been prepared and submitted for the purchase of a new vehicle in 2012.

Total Circulation Statistics increased 19% in April 2011.

**FORMER BUSINESS**

None

**NEW BUSINESS**

Mrs. Luckinbill pointed out that the Merger Transition Board (MTB) approved the selection of Tom Sloan, as the Reaching Across Illinois Library System (RAILS) interim executive director. And Jesse White approved the Reaching Across Illinois Library System (RAILS) merger, effective July 1, 2011 and headquartered in Burr Ridge.

**ADJOURNMENT:**

Mr. Hawks moved, seconded by Mrs. Wold to adjourn at 8:01 p.m.

All in favor.

Motion carried.

**ADJOURNMENT**

**CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors