

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

AUGUST 3, 2016

CALL TO ORDER: at 6:00 p.m.

Present: Trustees Jeffry Butler, Richard Hawks, Maria Lozano, Archie Needam, John Savage

Absent: Trustees Stewart Beach, Norma Gobert, Walt Meinert, Andrew Smith

Also present were Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Manager of Administration Kathleen Fennell, Director of Operations Linda Whitmill, Communications Manager Amy Roth, Foundation Manager Laura Stoney and Administrative Assistant Nicoletta Palmeri

ADDITIONS TO AGENDA: None

MINUTES OF THE PREVIOUS MEETING:

Jeffry Butler moved, seconded by Maria Lozano, to approve the minutes of the June 22, 2016, meeting as written.

All in favor.

Motion carried.

MINUTES APPROVED

PUBLIC COMMENTS:

Public comments were heard regarding the reduction of staff, hours and services at the Aurora Public Library, and regarding an alleged violation of the Open Meetings Act.”

COMMUNICATIONS:

The July 2016 publicity “news clippings” binder collected by Amy Roth was passed around.

COMMITTEE REPORTS:

Finance

Richard Hawks moved, seconded by Jeffry Butler, to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period June 23, 2016 through July 27, 2016 in the amount of \$1,149,446.81.

Roll call on motion:

Yes: Butler, Hawks, Lozano, Needam, Savage

No: None

Absent: Beach, Gobert, Meinert, Smith

Abstained: None

Motion carried.

PAYMENT OF BILLS

Jeffry Butler asked about the T-Mobile expenditure for \$2,352.00 for hotspots.

- 1) Can patrons borrow these internet hotspots? Yes.
- 2) What is the number of hot spots and the length of service that we are paying for these hotspots? The library currently has 20 hotspots. The monthly fee is \$588.00
- 3) Are the hot spots successful so far? Yes, 25 hotspots circulated in May, 21 circulated in June and 10 circulated in July 2016.

Jeffry Butler asked about the Donnell Collins Photography expenditure for \$125.00.

- 1) What is this for? This expense was for a photo of the Aurora Kiwanis members for their 100th celebration. Bonnie Seby suggested we take a photo of the group to show different exhibits and room set-ups for a marketing brochure. Amy Roth contacted Donnell Collins to photograph the group

Jeffry Butler asked about two charges referring to Bookmobile towing and brake repair.

- 1) What happened? The air brakes went out on the bookmobile on 7/6/16. The bookmobile had to be towed by Dick's Towing Service from the corner of Benton and River St and serviced at Diesel Service Center in Bolingbrook. Both rear axle brake chambers were replaced and all hoses inspected.

As of 6/30/16, the library's budget reports reflect that 50% of the year has lapsed. The library's expenditures are 44% and the library has received 48% of their expected revenue noted John Savage.

Technology

No report

Building & Grounds

No report

Policy & Personnel

No report

Four out of the five strategic planning focus groups have met. We've received good responses from the participants, but the data collections have yet to be documented. Approximately 125 out of 500 community members have been contacted via the community wide telephone survey. The strategic planning committee completed their SWAT analysis as well. The planning committee will consolidate the different aspects of the results and prepare a presentation to the board in September or October.

STAFF REPORTS

Executive Director Daisy Porter-Reynolds - Total circulation is up 32% compared to last year. Eola Road had a 23% increase compared to June 2015. Digital circulation is up 31%.

Trustees please turn in your iPads for updates.

Communications Manager Amy Roth - Asked the board to stop by the exhibit in the Dunham Atrium featuring Ashanday Hayles' work, titled 'Caught Red-handed' August 1 through August 22. The fall newsletter is expected to be out in mid-August. Check out the library's Facebook page which highlights amazing programs.

Foundation Manager Laura Stoney - Kiwanis will be kicking off their Shining Bright Literacy Program next month. We have 30 sponsors; for a \$33.33 donation, you can help prepare a child for kindergarten.

Sweet 16 gala will be held on Saturday, October 15th, at the Santori Library.

FORMER BUSINESS: None

NEW BUSINESS:

Daisy Porter-Reynolds noted that the approval of resolution authorizing conveyance of property 2015 IGA will be tabled until next month

Michaela Haberkern asked the board to accept Tyler Technologies, licenses and service agreement for ExecuTime Software/Time & Attendance system.

Jeffrey Butler moved, seconded by Richard Hawks, to approve Tyler Technologies – ExecuTime Software/Time & Attendance contract in the amount of \$20,725.00.

Roll call on motion:

Yes: Butler, Hawks, Lozano, Needam, Savage

No: None

Absent: Beach, Gobert, Meinert, Smith

Abstained: None

Motion carried.

APPROVED TYLER TECHNOLOGIES EXECUTIME SOFTWARE/TIME & ATTENDANCE CONTRACT

The FY15 audit reports from the City of Aurora, Illinois, were provided to the board for their review: Aurora Public Library Annual Financial Report for the Year Ended December 31, 2015; City of Aurora, Illinois, Aurora Public Library Auditor's Communication to the Board of Directors for the Year Ended December 31, 2015; City of Aurora Library Other Postemployment Benefits Program Actuarial Valuation as of December 31, 2015

EXECUTIVE SESSION: None

ADJOURNMENT:

Dick Hawks moved, seconded by Maria Lozano, to adjourn at 6:32 p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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