

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

MAY 24, 2017

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

Present: Trustees Jeffry Butler, Joe Filapek, Maria Lozano, Archie Needam, Eva Serrano, John Savage, Andrew Smith and Anthony Stanford

Absent: Trustee Avis Miller

Also present: Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Human Resources Manager Brenda Blough, Communications Manager Amy Roth, Foundation Manager Laura Stoney and Administrative Assistant Kim Gautschi

Stuart Whitt represented Whitt Law, LLC who provides legal services at monthly board meetings.

ADDITIONS/CHANGES TO THE AGENDA:

There are no additions to the agenda.

MINUTES OF APRIL 26, 2017, REGULAR BOARD MEETING:

Andrew Smith moved, seconded by Jeffry Butler, to approve the minutes of the April 26, 2017, meeting as written.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Needam, Serrano, Savage, Smith, Stanford

No: none

Abstain: none

Absent: Miller

Motion carried.

BOARD MEETING 4-26-17 MINUTES APPROVED

PUBLIC COMMENTS:

A public comment was voiced in regards to having to show a library card in order to use a library computer. Commenter felt this was not necessary, as computers in a public library should be open to the public.

COMMITTEE REPORTS:

Finance

Andrew Smith moved, seconded by Joe Filapek, to approve the monthly expenditures as listed on the Authorization Sheet for the period April 26, 2017, to May 24, 2017, in the amount of \$778,858.77.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Needam, Savage, Serrano, Smith, Stanford

No: none
Abstain: none
Absent: Miller
Motion carried.

PAYMENT OF BILLS

Jeffrey Butler inquired as to the difference in character descriptions between Reciprocal Borrowing and Interlibrary Loan on our expenditure reports. Reciprocal Borrowing is when our customer physically goes to another library to check out material. The customer is responsible for fines and damages; however, if the customer does not pay, the home library is responsible. Interlibrary Loan is when the customer goes through their home library and request to borrow material at another library. The customer is responsible for fines and damages. We will work on the character descriptions of the transactions to see if we can omit the customer's name in the description area.

Jeffrey Butler asked if our responsibility of expenses has ended at the Church Road property. We may be responsible for a small amount of 2017 property tax incurred from January 1, 2017 – February 28, 2017.

Jeffrey Butler asked what the arbitration fee represented in our expenditures. This amount represented an arbitration cancellation fee for an outstanding labor grievance. The grievance was to go to arbitration but was resolved beforehand.

With 33% of our year elapsed we are 31% expended on our budget. When property tax bills come in, we will see the revenues start to hit the books and see the fund revenues rise.

Technology

No report

Building & Grounds

No report

Policy & Personnel

No report

STAFF REPORTS:

Executive Director Daisy Porter-Reynolds reported that our First Friday event in May saw over 300 attendees which included a visit from Rep. Bill Foster and a STEM virtual reality presentation by IMSA students. Christal Beyer recently received her Master's Degree in Library Science and was promoted to Librarian 1 – School Success Librarian. Friday, June 2 we are hosting the Bookmobile Round-Up. Bookmobiles from around the area will line up along Middle Street and will be open to the public from 1:30 – 2:30 pm. Our Bookmobile will be collaborating with IL Northern Food Bank to offer summertime lunches to kids who normally would get lunch at school. This will be held at Plum Park in the Sixth Ward and we will partner with Alderman Mike Saville to promote it within his ward. At Jeffrey Butler's recommendation, we want to promote Zinio more and put into our marketing plan. Zinio is a downloadable app which gives customers access to magazines with their library card.

Foundation: Laura Stoney provided information on our upcoming event: the Beatles Barbecue on August 26. The Foundation Officers will remain in place for another year and will include President Kelly McCleary, Vice-President Dee Basile, Secretary Bridget Reuland, and

Treasurer Kevin Schulhof. The Foundation has set up a small area on the first floor for a used bookstore and is continuing to work on Light Up Literacy for December and the Legacy Society as well.

Communications Manager: Amy Roth announced our summer newsletter has been mailed out. Teen Talent Show auditions will be June 3 at Eola Road for ages 12-18. The Teen Talent Show will be held August 5 at 2:00 pm at Copley Theatre. Additional information can be found in the newsletter.

FORMER BUSINESS: None

NEW BUSINESS:

Approval of Employee Handbook

Brenda Blough presented the updated/revised Employee Handbook. The Policy Personnel Committee has reviewed and read the handbook and provided feedback. Final formatting will be completed and all managers will participate in a training session on the handbook. Our *U Start Here Program* will incorporate the handbook.

Jeffrey Butler moved, seconded by Andrew Smith, to approve the updated and revised Employee Handbook.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Needam, Savage, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Miller

Motion carried.

APPROVED UPDATED EMPLOYEE HANDBOOK FOR AURORA PUBLIC LIBRARY

Participation in non-resident card program

The continuation of the 2017 - 2018 statewide nonresident card participation program and the non-resident card fee was presented to the board by Michaela Haberkern.

Andrew Smith moved, seconded by Jeffrey Butler, to continue to participate in the nonresident card program for 2017- 2018.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Needam, Savage, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Miller

Motion carried.

APPROVED NONRESIDENT LIBRARY CARD PROGRAM PARTICIPATION

State law provides for libraries to set their own nonresident card fees according to formula and consideration of the residents' property values and tax. Michaela Haberkern recommended the 2017-2018 nonresident fee remain set at \$160.00.

Andrew Smith moved, seconded by Eva Serrano, to set its annual nonresident cardholder fee to \$160.00 for July 1, 2017 through June 30, 2018.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Needam, Savage, Serrano, Smith, Stanford

No: none

Abstain: none

Absent: Miller

Motion carried.

APPROVED NONRESIDENT LIBRARY CARD FEE \$160.00

Amend previously approved minutes of the August 31, 2016 regular meeting as corrected.

Minutes of the August 31, 2016 amended to accurately reflect that our previous insurance broker resigned.

Andrew Smith moved, seconded by Archie Needam.

All in favor.

Motion carried.

AUGUST 31, 2016 REGULAR MEETING MINUTES AMENDED

Discussion of Chapter 12, "Safety," of Serving our Public 3.0: Standards for Illinois Public Libraries (a requirement for state funding)

One of the requirements to be awarded the FY2018 Illinois Public Library Per Capita Grant is to review and report on progress in meeting Chapter 12 on "Safety", of Serving our Public of 3.0: Standards for Illinois Public Libraries. We must review our checklist at the end of the chapter and report our findings. Staff will discuss this chapter and review safety standards. We do have an Emergency Manual and Safety Plan. There is a Library Floor Plan on each floor and in the manual. We will tweak our safety manual to address any concerns.

EXECUTIVE SESSION:

Eva Serrano moved, seconded by Joe Filapek to adjourn to Executive Session at 6:39 pm to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)); collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2)); and the minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2(c)(21)); including semi-annual review of all closed-session minutes

Andrew Smith moved, seconded by Archie Needam to reconvene to open session at 6:53 pm

Release of closed meeting minutes and parts of the closed meeting minutes

On a motion by Andrew Smith seconded by Jeffry Butler, the board voted unanimously by roll call to release for public inspection the closed meeting minutes and parts of the closed meeting minutes as listed on the attached appendix. For reasons of personal privacy or protection of the public interest, the need for

confidentiality still exists as to those closed meeting minutes or parts thereof not described in the attached appendix, and such minutes or parts thereof shall be kept confidential at this time.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Needam, Serrano, Savage, Smith, Stanford

No: none

Abstain: none

Absent: Miller

Motion carried.

**APPROVED RELEASE OF CLOSED MEETING MINUTES AND PARTS OF
THE CLOSED MEETING MINUTES**

MINUTES OF THE APRIL 26, 2017 EXECUTIVE SESSION:

On a motion by Eva Serrano seconded by Joe Filapek, the board voted unanimously to approve the minutes of the April 26, 2017 executive session as written.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Needam, Serrano, Savage, Smith, Stanford

No: none

Abstain: none

Absent: Miller

Motion carried.

EXECUTIVE SESSION 4-26-17 MINUTES APPROVED

ADJOURNMENT

On a motion by Andrew Smith, seconded by Eva Serrano, the board voted unanimously to adjourn at 6:56 p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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