

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

OCTOBER 25, 2017

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

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

Absent: Trustees Jeffry Butler and Avis Miller

One Vacancy

Also present Deputy Director Michaela Haberkern, Administration Manager Kathleen Fennell, Human Resources Manager Brenda Blough, Communications Manager Amy Roth, IT Manager Jonathan Hauser 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.

PUBLIC COMMENTS:

Erik Longo introduced himself as a Boy Scout from Troop 11 and was present at the meeting as part of his work on the Citizenship in the Community Badge. A second scout member later joined Erik. Board President John Savage welcomed them and addressed their questions.

Barbara Wilkins spoke on behalf of the part-time staff of the library in regards to the expiration of health insurance for part-timers by the City of Aurora.

Trustee Archie Needam arrived at 6:05 p.m.

STAFF REPORTS:

Deputy Director Michaela Haberkern invited all Board Members to view the giant Catrina in the Santori Atrium and thanked Trustees Lozano and Serrano for serving as judges for the Dia de los Muertos: The Ofrendas contest. Circulation is still down at Santori and West. We continue to experience technical issues with auto-renewal not working correctly.

Communications Manager Amy Roth spoke on behalf of Laura Stoney, Foundation Manager regarding the Foundation's December "Party with a Purpose" fundraiser. This event will be a teaming up of Foundation and Library Board Members along with library staff to host fundraiser parties in their homes. Amy Roth shared a special insert from the October edition of the Daily Herald, which included an article on our library. There was also a nice article on the front page of the Beacon News highlighting Artist Alejandro Lococco and his work on the Heart of American mural at Santori. Amy is currently working on the layout for the winter newsletter. The library will be participating in the Holiday City Party/Parade.

FORMER BUSINESS: None

MINUTES OF SEPTEMBER 27, 2017 BOARD MEETING:

Andrew Smith moved, seconded by Joe Filapek, to approve the minutes of the September 27, 2017, board meeting as written.

Roll call on motion:

Yes: Filapek, Lozano, Needam, Savage, Serrano and Smith

No: none

Abstain: none

Absent: Butler and Miller

One Vacancy

Motion carried.

BOARD MEETING 9-27-17 MINUTES APPROVED

NEW BUSINESS:

Approval of September and October Bills

Eva Serrano moved, seconded by Andrew Smith, to approve the monthly expenditures as listed on the Authorization Sheet for the period September 28, 2017, to October 25, 2017, in the amount of \$711,522.80.

Roll call on motion:

Yes: Filapek, Lozano, Needam, Savage, Serrano and Smith

No: none

Abstain: none

Absent: Butler and Miller

One Vacancy

Motion carried.

PAYMENT OF BILLS

A Trustee inquired as to the expense to Physicians Immediate Care. These charges are for pre-employment and DOT screening. Kathy Fennell advised we are waiting for the City of Aurora to post the proposed budget.

Approval of updated Purchasing Policy

Illinois Public Act 100-0338 was recently revised increasing the threshold for contracts requiring competitive bids from \$20,000 to \$25,000. We propose to revise our currently policy to the increased threshold for contracts requiring competitive bid from \$20,000 to \$25,000 and to add additional text to clarify the types of contracts excluded from competitive bid including data processing and telecommunications equipment, software and services, duplicating machines and supplies and any other contract as defined by Public Act 100-0338.

Andrew Smith moved, seconded by Archie Needam, to approve the updated Purchasing Policy.

Roll call on motion:

Yes: Filapek, Lozano, Needam, Savage, Serrano and Smith

No: none

Abstain: none

Absent: Butler and Miller

One Vacancy

Motion carried.

UPDATED PURCHASING POLICY APPROVED

Approval of Disposal of Surplus Property

IT Manager, Jonathan Hauser, identified equipment that is no longer needed by the library. A listing of equipment was presented including the valuation levels. We propose Resolution #2017-01 giving library staff the authority to dispose of an itemized list of surplus equipment.

Andrew Smith moved, seconded by Joe Filapek, to approve the Resolution Authorizing and Directing the Sale of Personal Property in Accordance with 75 ILCS 5/4-16 and Board Policy.

Roll call on motion:

Yes: Filapek, Lozano, Needam, Savage, Serrano and Smith

No: none

Abstain: none

Absent: Butler and Miller

One Vacancy

Motion carried.

RESOLUTION #2017-01 AUTHORIZING AND DIRECTING THE SALE OF PERSONAL PROPERTY IN ACCORDANCE WITH 75 ILCS 5/4-16 AND BOARD POLICY APPROVED

Per Capita Grant Requirement Discussion

Michaela Haberkern advised that a requirement of the 2018 IL Per Capita Grant is the reading/discussion of Chapters 1-5 of Trustee Fact Files, a publication of the Illinois Library Association that provides basic training for library board members.

EXECUTIVE SESSION:

Andrew Smith moved, seconded by Eva Serrano to adjourn to Executive Session at 6:18 p.m. 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.

On a motion by Archie Needam seconded by Eva Serrano, the committee voted unanimously by roll call to return to open session at 6:34 p.m.

Roll call on motion:

Yes: Filapek, Lozano, Needham, Savage, Serrano, and Smith

No: none

Abstain: none

Absent: Butler, Miller

One Vacancy

RELEASE OF CLOSED MEETING MINUTES AND PARTS OF THE CLOSED MEETING MINUTES:

On a motion by Joe Filapek seconded by Andrew Smith, 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: Filapek, Lozano, Needham, Savage, Serrano, and Smith
No: none
Abstain: none
Absent: Butler, Miller
One Vacancy
Motion carried.

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

MINUTES OF THE SEPTEMBER 27, 2017 EXECUTIVE SESSION:

On a motion by Eva Serrano seconded by Andrew Smith, the board voted unanimously to approve the minutes of the September 27, 2017 executive session as written.

Roll call on motion:
Yes: Filapek, Lozano, Needham, Savage, Serrano, and Smith
No: none
Abstain: none
Absent: Butler, Miller
One Vacancy
Motion carried.

MINUTES OF THE SEPTEMBER 27, 2017 EXECUTIVE SESSION APPROVED

ADJOURNMENT

On a motion by Andrew Smith seconded by Eva Serrano, the board voted unanimously to adjourn at 6:36 p.m.
All in favor.
Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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