

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

NOVEMBER 15, 2017

CALL TO ORDER: at 6:02 p.m.

Present: Trustees Jeffry Butler, Joe Filapek, Maria Lozano, Eva Serrano and Andrew Smith

Absent: Trustees Avis Miller, Archie Needam and John Savage

One Vacancy

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, Outreach Services Manager Kathleen Butzen 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:

None

FORMER BUSINESS: None

MINUTES OF OCTOBER 25, 2017 BOARD MEETING:

Joe Filapek moved, seconded by Maria Lozano, to approve the minutes of the October 25, 2017, board meeting as written.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Serrano and Smith

No: none

Abstain: none

Absent: Miller, Needam and Savage

One Vacancy

Motion carried.

BOARD MEETING 10-25-17 MINUTES APPROVED

STAFF REPORTS:

Executive Director Daisy Porter-Reynolds thanked staff for taking care of business during her absence and as she, returns to work part-time. West Branch recently painted for the first time in several years. Kathleen Butzen and Heather Sturm recently attended the Association of Bookmobile and Outreach Services Conference in Pittsburgh on Oct 25-27. Kathleen Butzen received the 2017 John Philip Award for her outstanding contributions and leadership in Bookmobile and Outreach Services. This award is a prestigious national award in the library industry. Hessed House will hold its first annual Great Gatsby Gala at the Paramount Theatre on Friday, November 17. The Library has two tickets available for any Board Member who would like to attend.

Foundation Manager Laura Stoney reminded everyone of the upcoming auction event, which starts November 22. An email flyer will be go out to all Board Members to register for the auction and give them an opportunity to participate. The Foundation is very thankful for all the help and assistance provided.

Communications Manager Amy Roth advised the Winter Library Newsletter should have arrived in our mailboxes. There was an article in the Chicago Tribune about Kathleen Butzen's award and you can read more about it in The Voice tomorrow. November 17 will be the lighting of the tree in Aurora. The Library will be participating with s'mores, a deejay and viewing of the Christmas Trees of Many Lands. Sheila Scott Wilkerson, daughter of Marie Wilkerson, will be coming to Aurora on November 28. Ms. Wilkerson will be gifting items that belonged to her mother to the library in perpetuity. The City of Aurora is handling the arrangements for Ms. Wilkerson's visit and we will be working with her to see what items we can display and archive. In conjunction with the Paramount, Buddy the Elf will pay us a visit on December 2. Buddy will at Eola at 10:00 a.m. and Santori at 1:00 p.m.

NEW BUSINESS:

Approval of October and November Bills

Jeff Butler moved, seconded by Eva Serrano, to approve the monthly expenditures as listed on the Authorization Sheet for the period October 25, 2017, to November 15, 2017, in the amount of \$475,276.47.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Serrano and Smith

No: none

Abstain: none

Absent: Miller, Needam and Savage

One Vacancy

Motion carried.

PAYMENT OF BILLS

Jeffrey Butler inquired as to the expense to NewsBank. These charges represent a year's worth of microfilm from the Beacon News and Daily Herald. This is needed to maintain our historical files.

Per Capita Grant Requirement Discussion

Michaela Haberkern advised that a requirement of the 2018 IL Per Capita Grant is to have staff and trustee complete an online education opportunity focusing on safety in the library. Trustee Joe Filapek summarized the safety webinar as a vehicle to look at potential policies, issue and services we should be aware. The video illustrates how libraries evolve services to fit community needs and the need to establish relationship with the police department, document incidents and assess facilities from a security standpoint.

Sick Leave Pool

Human Resources Manager, Brenda Blough, indicated that the Union contract was ratified with one provision being to meet with the Union to create a Sick Leave Pool. The idea was staff could donate hours and employees could draw from the bank. Staff may choose to contribute to the sick leave pool or not. The policy is in line with the IRS and cost neutral as time is accounted on a dollar for dollar basis. The Executive Team will be able to contribute sick leave but will not be eligible to withdraw from the pool. Employees can donate during a specified period once a year.

Joe Filapek moved, seconded by Maria Lozano, to approve the Sick Leave Pool.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Serrano and Smith

No: none

Abstain: none

Absent: Miller, Needam and Savage

One Vacancy

Motion carried.

SICK LEAVE POOL APPROVED

BUDGET DISCUSSION AND LEVY REQUEST RECOMMENDATION

Staff have been working on the library budget since April 2017 in accordance with the city's budget process. The budget released for public viewing by the city does not incorporate the library's final round of changes. The Finance Committee met on November 6 and discussed the possibility of levying separately for IMRF as the city does, as well as the probability of a deficit budget for 2018. The board expects the city to cover the library's expenses if the library has a shortfall before 2018 revenues arrive in June. The board discussed their concerns about revenue projections versus actual revenue, and discussed pursuing an increase in revenue. The board tabled action on this item pending a meeting with the city's finance department on November 17, 2017.

EXECUTIVE SESSION:

Eva Serrano moved, seconded by Joe Filapek to adjourn to Executive Session at 6:43 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 Jeff Butler seconded by Joe Filapek, the board voted unanimously by roll call to return to open session at 6:57 p.m.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Serrano, and Smith

No: none

Abstain: none

Absent: Miller, Needham, Savage

One Vacancy

MINUTES OF THE OCTOBER 25, 2017 EXECUTIVE SESSION:

On a motion by Joe Filapek, seconded by Eva Serrano, the board voted unanimously by roll call to approve the minutes of the October 25, 2017 Executive Session.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Serrano, and Smith

No: none

Abstain: none

Absent: Miller, Needham, Savage

One Vacancy

MINUTES OF THE OCTOBER 25, 2017 EXECUTIVE SESSION APPROVED

ADJOURNMENT

On a motion by Eva Serrano seconded by Maria Lozano, the board voted unanimously to adjourn at 6:58 p.m.

Roll call on motion:

Yes: Butler, Filapek, Lozano, Serrano, and Smith

No: none

Abstain: none

Absent: Miller, Needham, Savage

One Vacancy

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

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