

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

DECEMBER 21, 2016

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

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

Absent: Trustees Stewart Beach and Maria Lozano

Also present: Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Manager Heather Sturm, Communications Manager Amy Roth, Children's Services Manager Michelle Kilty, and Administrative Assistant Nicoletta Palmeri

Stuart L. Whitt of Whitt Law, LLC will provide legal services and represent the library at monthly board meetings.

ADDITIONS/CHANGES TO THE AGENDA:

An Executive Session will be held noted Daisy Porter-Reynolds.

MINUTES OF THE NOVEMBER 16, 2016, REGULAR BOARD MEETING:

Andrew Smith moved, seconded by Archie Needam, to approve the minutes of the November 16, 2016, meeting as written.

Roll call on motion:

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

No: none

Abstain: none

Absent: Beach, Lozano

Motion carried.

BOARD MEETING 11-16-2016 MINUTES APPROVED

PUBLIC COMMENTS:

Public comments were heard regarding the change in service hours and staff schedules.

COMMITTEE REPORTS:

Finance

Jeffry Butler moved, seconded by Andrew Smith, to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period November 17, 2016 to December 21, 2016 for \$1,120,975.07.

Roll call on motion:

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

No: none

Abstain: none

Absent: Beach, Lozano

Motion carried.

PAYMENT OF BILLS

Technology

No report

Building & Grounds

No report

Policy & Personnel

No report

STAFF REPORTS:

Daisy Porter-Reynolds, Executive Director – We have the final sign-off for Santori building. Outreach Services/Express Center’s last day of operation at 1100 Church Road was December 20, 2016.

Amy Roth, Communications Manager on behalf of Laura Stoney, Foundation Manager – Laura Stoney met with the Foundation auditors to review expenditures and expenses from 2016. A recap will be presented to the board in early January. A 2017 plan of action and budget will also be reviewed.

Amy mentioned that the next newsletter will be published and released in February.

Heather Sturm, Director of Neighborhood Services Manager - There was a roof repair at Eola Road due to water damage. Douglas Flooring will begin installing the new carpet on Monday, December 27.

FORMER BUSINESS: None

NEW BUSINESS:

Relocation Services Contract

Daisy Porter-Reynolds recommended that the board accept the relocation services contract from Advanced Moving & Storage, Inc. to move Outreach Services/Express Center to Santori. The total relocation cost is \$13,045. There were two bids: Hallett Movers, \$38,500 and Advanced Moving & Storage, \$13,045.

Andrew Smith moved, seconded by Archie Needam, to approve the relocation services contract from Advanced Moving & Storage, Inc. in the amount of \$13,045.00.

Roll call on motion:

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

No: none

Abstain: none

Absent: Beach, Lozano

Motion carried

APPROVED RECLOCATION SERVICES CONTRACT FROM ADVANCED MOVING & STORAGE, INC.

FY2017 Per Capita Grant Standards Review

The FY2017 Per Capita Grant standards Chapter 6, “Access,” of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 (75ILCS 10/8.1.1) was discussed and reviewed by the library board and administration.

Internet and Computer Use Policy

Michaela Haberkern presented the Internet and Computer Use Policy update to the board. The changes will support the library’s strategic plan; provide children of any age access to the library computers and wireless to use the internet; parents and caregivers of children under 12 have the ability to restrict a child’s internet access privileges. The updated policy will be added to the website for customer access and review.

Andrew Smith moved, seconded by Jeffrey Butler, to approve the updated Internet and Computer Use Policy.

All in favor.

Motion carried.

APPROVED INTERNET AND COMPUTER USE POLICY UPDATE

Circulation Policy

Michaela Haberkern presented the Circulation Policy update to the board. There were minor changes to the policy which included changing the word “patron” to “customer” throughout the policy; allowing a temporary account user to check out a total of 3 items; and allow the restricted use card holder to use the public computers and a maximum checkout of 2 two items. The library will notify the shelters of the changes to the circulation policy. The updated policy will be added to the website for customer access and review.

Andrew Smith moved, seconded by Jeffrey Butler, to approve the updated Circulation Policy.

All in favor.

Motion carried

APPROVED CIRCULATION POLICY UPDATE

Library Equipment Policy

Daisy Porter-Reynolds presented the Library Equipment Policy update to the board. Language was included so the executive director can set a market place resale value for library equipment assigned to the board of directors.

Jeffrey Butler moved, seconded by Anthony Stanford, to approve the updated Library Equipment Policy.

All in favor.

Motion carried.

APPROVED LIBRARY EQUIPMENT POLICY UPDATE

Proctoring Policy

Daisy Porter-Reynolds presented the Proctoring Policy update to the board. The Santori Library was added as a proctoring site for the City of Aurora residents and non-residents of the city but they will be charged a fee for service. The updated policy will be added to the website for customer access and review.

Andrew Smith moved, seconded by Anthony Stanford, to approve the updated Library Equipment Policy.

All in favor.

Motion carried.

APPROVED PROCTORING POLICY UPDATE

Resolution honoring the service of Walt Meinert

Resolution read to honor former Board Member Walt Meinert

Resolution adopted by the Board of Directors of the Aurora Public Library

December 21, 2016 Honoring Walt Meinert –

Whereas, Walter Meinert served with distinction and dedication on the Board of Directors for thirty-three years; and

Whereas, he served as President of the Board of Directors for fourteen of those years; and

Whereas, he also served as Vice President of the Board of Directors; and

Whereas, he has also given generously of his time and talent to serve on many committees of the Board; and

Whereas, he has participated in union contract negotiations, strategic planning, director searches, and the formation of the Aurora Public Library Foundation; and

Whereas, he was a founding Director on the Aurora Public Library Foundation Board; and

Whereas, he is a trusted colleague and mentor to the rest of the Board; and

Whereas, his courtly demeanor has long endeared him to the library staff; and

Whereas, his hard work, advocacy, and vision contributed to the opening of the Eola Road Branch, the West Branch, the Express Center, and the Santori Library; and

Whereas, he was instrumental in the establishment of the Parker Garden at the Santori Library; and

Whereas, his genuine passion for the work and the purpose of the library has been of inestimable value to the community; and

Whereas, his commitment to the improvement of library services has been an inspiration to the staff and the public;

Therefore, be it resolved, that this Board of Directors expresses its sincere appreciation for Walt for his many years of service to the library.

Passed on this day of December 21, 2016, by the unanimous vote of the Board of Directors of the Aurora Public Library.

Jeffry Butler moved, seconded by Andrew Smith, to honor Walt Meinert.

All in favor.

Motion carried.

RESOLUTION ADOPTED HONORING WALT MEINERT

MINUTES OF THE SEPTEMBER 28, 2016, EXECUTIVE SESSION MEETING:

Andrew Smith moved, seconded by Jeffry Butler, to approve the minutes of the September 28, 2016, meeting as written.

Roll call on motion:

Yes: Butler, Needam, Savage, Stanford

No: none

Abstain: Serrano and Stanford
Absent: Beach, Lozano
Motion carried.

BOARD MEETING 9-28-2016 EXECUTIVE SESSION MINUTES APPROVED

MINUTES OF THE NOVEMBER 16, 2016, EXECUTIVE SESSION MEETING:

Andrew Smith moved, seconded by Jeffrey Butler, to approve the executive session minutes of the November 16, 2016, meeting as written.

Roll call on motion:

Yes: Butler, Needam, Savage, Smith, Stanford

No: none

Abstain: Serrano

Absent: Beach, Lozano

Motion carried.

BOARD MEETING 11-16-2016 EXECUTIVE SESSION MINUTES APPROVED

EXECUTIVE SESSION:

Andrew Smith moved, seconded by Anthony Stanford, to adjourned to executive session at 6:22 p.m. to discuss collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2 (c) (2)) and discussion of the minutes of a meeting that was lawfully closed under OMA (5 ILCS 120/2 (c) (21)).

Roll call on motion:

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

No: none

Abstain: none

Absent: Beach, Lozano

Motion carried.

The board voted unanimously to return to open session at 6:44 p.m.

ADJOURNMENT:

Andrew Smith moved, seconded by Anthony Stanford, to adjourn at 6:47 p.m.

All in favor.

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors