

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

**AUGUST 29, 2018**

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

Present: Trustees Dee Basile, Jeffry Butler, Melinda Riddick, John Savage, Eva Serrano and Andrew Smith.

Absent: Joe Filapek, Avis Miller, Archie Needam,

Also present Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Human Resources Manager Brenda Blough, Foundation Manager Laura Stoney and Administrative Assistant Kim Gautschi

Roger Ritzman represented Peregrine, Stime, Newman, Ritzman & Bruckner, who provides legal services to the Aurora Public Library.

**ADDITIONS/CHANGES TO THE AGENDA:** None

**MINUTES OF JULY 25, 2018 BOARD MEETING:**

Jeffry Butler moved, seconded by Andrew Smith, to approve the minutes of the July 25, 2018 board meeting as written:

Yes: Basile, Butler, Riddick, Savage, Serrano and Smith

No: none

Abstain: none

Absent: Filapek, Miller, Needam

Motion Carried

**BOARD MEETING 7-25-18 MINUTES APPROVED**

**PUBLIC COMMENTS:** None

**STAFF REPORTS:**

Executive Director Daisy Porter-Reynolds – Daisy Porter-Reynolds thanked those who came to the Teen Talent Show on July 28. It was a great show and the winner, Jovany Hernandez was recently honored by City Council. Our Teacher Open House held on August 3 was a success and hosted over 100 teachers. We are in the process of searching for a Communications Manager. Ten candidates have been phone screened and six are moving on to the next phase, which is a written assignment.

Foundation Manager Laura Stoney – The Foundation Board continues to work on Board Development. Maria Del Carmen Hidalgo, Moria Luna, Amanda Munoz, Lisa Bochmann and Lisa Garcia will be joining the Foundation Board. The 1980s Barbecue Bash on August 25 raised \$10,200 net with 85 guests attending. We continue to work on Annual Giving and the Annual Giving Wall at Eola Branch.

**FORMER BUSINESS:** None

## **NEW BUSINESS:**

### Approval of July and August Bills

Andrew Smith moved, seconded by Dee Basile, to approve the monthly expenditures as listed on the Authorization Sheet for the period of July 26, 2018 to August 29, 2018, in the amount of \$974,897.70.

Roll call on motion:

Yes: Basile, Butler, Riddick, Savage, Serrano, Smith

No: none

Abstain: none

Absent: Filapek, Miller, Needam,

Motion Carried

## **PAYMENT OF BILLS 7-26-2018 TO 8-29-2018**

Board Expenditure Questions:

Lift Works, Inc. \$15,700: Purchased a Genie GR12 Runabout Lift which is a small scissor lift for maintenance use at Santori. The lift will fit through doorways to gain access to atrium and has a work height up to 17'9".

Is there a Limit for an expenditure before board approval and bid process? \$25,000. Upon further board discussion, while the state law approved the \$25,000 limit, we should have this in our policy. We will have this available for approval at our September Board Meeting.

MKC Electric \$1,500: This was the installation of a rotary timer override switch near a lighting panel at Eola Road Branch. The programmed lighting panel controller will enable us to turn lights off after closing and on prior to opening. Previously, lights were on 24/7.

Peregrine, Stime, Newman, Ritzman & Bruckner \$8,715: Legal Services from April 1, 2018 to June 30, 2018. Covered lease and real estate issues, prevailing wage and the Wilkinson Collection.

Visa transaction for Kathleen Butzen: This was for airfare to attend the Association of Bookmobile & Outreach Services Conference in Raleigh, NC beginning October 15, 2018.

Swank Motion Pictures Inc. \$2,556: This is our Copyright Compliance Site License to show motion pictures released from numerous studios. It is an annual license covering all three library locations and runs September 2018 to September 2019.

### **Committee Membership**

Committee assignments for our two new board members were announced. Dee Basile will serve on Buildings & Grounds and Melinda Riddick will serve on Policy & Personnel.

### **2017 Audit Review**

The FY17 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, 2017; City of Aurora, Illinois, Aurora Public Library Auditor's Communication to the Board of Directors for the Year Ended December 31, 2017; City of Aurora Library Other Postemployment Benefits Program Interim Actuarial Valuation as of December 31, 2017 GASB 75 Disclosures for the Fiscal Year ending December 31, 2017.

**Exhibit Policy**

In meeting with the Exhibit Review Team, we elected to revise the Exhibit Policy to include specific information of where in each library exhibits can be viewed by the public. We are changing the descriptions of various display cases to make sure they are accurate.

Andrew Smith moved, seconded by Melinda Reddick, to approve the updated Exhibit Policy.

All in favor.

Motion carried

**APPROVED EXHIBIT POLICY UPDATE**

**Confidentiality Policy**

We are including language that makes it clear that computer records are also confidential customer records that should not be shared with anyone except as the law allows. The policy would also spell out the exceptions to this, e.g. subpoena.

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

All in favor.

Motion carried

**APPROVED CONFIDENTIALITY POLICY UPDATE**

**Trustee Facts**

Michaela Haberkern advised that a requirement of the 2019 IL Per Capita Grant is the reading/discussion of Chapters 6-10 of Trustee Fact Files, a publication of the Illinois Library Association that provides basic training for library board members. The chapters cover Intellectual Freedom, Planning, Human Resources, Facilities and Budget & Financial Management.

**IMRF Levy**

One of the challenges in developing the budget is that a portion of our operating budget is set aside for IMRF. Other governmental entities, including the City of Aurora, separate the IMRF levy from their operating budget. Ninety percent of our revenue is specific to property tax and the levy has been flat. For budget year 2019, our recommendation to the City Council would be that the library’s Illinois Municipal Retirement Fund be considered separately. City Council will have to approve our recommendation. A Resolution of our recommendations was presented.

BOARD OF DIRECTORS  
AURORA PUBLIC LIBRARY  
101 S. RIVER STREET  
AURORA, ILLINOIS

MEETING OF THE BOARD OF LIBRARY TRUSTEES  
AUGUST 29, 2018

RESOLUTION RE: LEVY RECOMMENDATION FOR TAX YEAR 2018

WHEREAS, each calendar year, the Library Board (hereafter, “Board”) recommends a budget and tax levy to the Aurora City Council (hereafter, “Council”); and

WHEREAS, for tax year 2017, the Board recommended that the Council levy for and on behalf of the Library a sum for Library operational purposes, including those amounts necessary to satisfy the Library's required contributions to the Illinois Municipal Retirement Fund (hereafter, "IMRF") for the year, with no separate levy for IMRF purposes; and

WHEREAS, the Board has reviewed its expenditures and revenues for the past several years and finds that despite service reductions, efficiency initiatives, and other economies, the Library's operational costs continue to exceed revenues, therefore decreasing its fund balance annually; and

WHEREAS, most other local taxing bodies levy a separate amount for their respective pension plans; and

WHEREAS, in 2015, the Council capped the Library's levy at 25.5 cents per \$100 in property value; and

WHEREAS, the Board finds that it is necessary and in the best interests of the Library that, for tax year 2018, the Board recommend the maximum levy of 25.5 cents per \$100 in property value and, separately, levy the percentage required for IMRF contributions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Aurora Public Library as follows:

Section One: That the preambles to this Resolution are hereby found to be true and correct and are incorporated herein as if set forth verbatim in this Section One.

Section Two: That, for tax year 2018, the maximum levy of 25.5 cents per \$100 in property value be recommended to the City Council for levy for Library Fund purposes and separately, levy the percentage required for IMRF purposes.

Section Three: That this Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED this 29TH day of August, 2018, by the following roll call vote:

AYE: \_\_\_\_\_

NAY: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Its President

\_\_\_\_\_  
Its Secretary

Andrew Smith moved, seconded by Melinda Reddick, to approve Resolution Re: Levy Recommendation for Tax Year 2018

Yes: Basile, Butler, Riddick, Savage, Serrano, Smith

No: none

Abstain: none

Absent: Filapek, Miller, Needam

Motion Carried

**APPROVED IMRF RESOLUTION**

**EXECUTIVE SESSION:** Andrew Smith moved, seconded by Eva Serrano, to adjourn to Executive Session at 6:49 p.m. to discuss the purchase or lease of real property for the use of the public body (5 ILCS 120/2(c)(5)); the setting of a price for sale or lease of property owned by the public body (5 ILCS 120/2(c)(6)) and the minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2(c)(21)).

Roll call on motion:

Yes: Basile, Butler, Riddick, Savage, Serrano, Smith

No: none

Abstain: none

Absent: Filapek, Miller, Needam,

All in favor

Motion carried

**APPROVED EXECUTIVE SESSION**

August 29, 2018 Board Meeting reconvened at 7:20 p.m.

**MINUTES OF THE JULY 25, 2018 EXECUTIVE SESSION**

On a motion by Andrew Smith, seconded by Eva Serrano, the board voted unanimously to approve the minutes of the July 25, 2018 executive session as written.

Roll call on motion:

Yes: Basile, Butler, Riddick, Savage, Serrano, Smith

No: none

Abstain: none

Absent: Filapek, Miller, Needam,

Motion Carried

**MINUTES OF THE JULY 25, 2018 EXECUTIVE SESSION APPROVED**

**ADJOURNMENT**

On a motion by Andrew Smith, seconded by Dee Basile, the board voted unanimously to adjourn at 7:21 p.m.

All in favor.

Motion carried.

ADJOURNMENT

**CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors

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