

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

**MARCH 28, 2018**

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

Present: Trustees Jeffry Butler, Joe Filapek, Avis Miller, Archie Needam, John Savage and Andrew Smith

Absent: Eva Serrano

Two Vacancies

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

**ADDITIONS/CHANGES TO THE AGENDA:**

We are not holding elections this evening as per our by-laws the election of officers are held every two years. Our last elections were March 2017.

**PUBLIC COMMENTS:**

None

**MINUTES OF JANUARY 24, 2018 BOARD MEETING:**

Andrew Smith moved, seconded by Archie Needam, to approve the minutes of the January 24, 2018, board meeting as written.

Roll call on motion:

Yes: Butler, Filapek, Miller, Needam, Savage, and Smith

No: none

Abstain: none

Absent: Serrano

Two Vacancies

Motion carried.

**BOARD MEETING 1-24-18 MINUTES APPROVED**

**STAFF REPORTS:**

Executive Director Daisy Porter-Reynolds reported the switching of the Teen Room and CD Room at Eola is complete. The new arrangement provides a larger space for the Teens and more visibility of the area. On Valentine's Day, Eola held a "Blind Date with a Book." Thirty-five books were wrapped (with titles hidden) and checked out by patrons. Patrons were asked to select a wrapped book and write a review after reading. Twenty-nine of the books were checked out with seven reviews submitted. Santori library has been holding Family Reading Nights by school here at the library. We recently hosted Hall Elementary where 42 families attending with a 149 people in total.

Foundation Manager Laura Stoney advised the Aurora Public Library Foundation approved the 2018 Plan of Action. Sikich Group completed the annual Foundation audit and the Foundation has initiated its summer programming solicitation.

Resources to be allocated in support of the library's strategic goals are:

- \$6,000 (School Success) to the Kiwanis Shining Bright Literacy Program
- \$3,000 (Feed the Imagination) to Parents Corners at all three libraries
- \$2,000 to support all pillars of strategic plan in expanding the collection for Sensory Disorders
- \$14,000 (Express Creativity) to support Technology and soundproofing the media lab and \$2,000 in support of Performing Arts and Writing Clubs.
- \$8,100 to Light of Learning Scholarship, \$7,500 to exhibits in the John C. Dunham Atrium, \$8,000 to Homebound Services and Lobby Stop Visits in support of all pillars of the strategic plan

A 1980's themed barbecue fundraiser will be held on August 25, 2018 and our annual auction event will be held at Santori on December 1. The Bookmobile Campaign will kick-off the fourth quarter in 2018.

Communications Manager Amy Roth announced the unveiling of the Marie Wilkinson Family artifacts and papers on May 4 at our First Friday event. In addition, on March 29, 2018 the Santori library along with SciTech Hands On Museum, The Aurora Regional Fire Museum, G.A.R. Museum and The Pierce Center will participate in Aurora Museums After Dark. Santori will host a tech toy petting zoo featuring Little Bits and Cubelets from 5:00 – 8:00 p.m. Amy Roth advised the newsletter-printing contract with The Strathmore was renegotiated at a lower price and we will be obtaining ads on our own.

Strategic Plan 2017 Report:

School Success Team: The pillar emphasized the library's communication with area schools and teachers over the past year. These highlights included services available at the Aurora Public Libraries, a new Teacher Newsletter distributed monthly to 30 school principals in the area which are then passed down to teachers. Accomplishments for 2017 included 1) reevaluating teacher card processes and procedures to reduce unnecessary forms and giving teachers physical library cards for the first time; 2) Facilitating opportunities to learn through play. Programs designed to be fun and educational while promoting independent learning and peer collaboration: Kids' Coding Club, Code Kids and Girls Who Code. Saturday Morning STEAM, Santori Spouts and Preschool Explorers offer STEM play for children and caregivers to explore together. 3) Increase library presence at school events. Attendance at our outreach programs from June 2017 through January 2018 was 1,746. A group of 28 students from West Aurora High School toured Santori, which included an address by Mayor Richard Irvin. 4) Collaborated with community family organizations including SPARK, Family Focus, Friends of Aurora's Afterschool Programs and Two Rivers Head Start Programs.

Feed Your Imagination: The mission statement of this pillar is providing customers access to the books, movies, programs and special collections that they want, when and where they want it. First year goals were internal, focused on getting the collection out, streamlining Inter-Library Loan processes, focusing on Readers Advisory and encouraging customers through conversations and displays to promote high interest materials. Collection HQ allows us to analyze our collection and make it more responsive to our audience. Program Evaluation and Strategy Team formed to assess and streamline current programming efforts. We want more community feedback in order to

evaluate what the customers really want versus what we think is good. We want to establish Parents' Corners to bring in community resources, STEAM kits, proposals for materials and determine what parents would like from us. Materials will be available in both English and Spanish.

Welcome to America: The goal of this pillar is to build a collection that meets the needs of people coming to the United States. Each branch has a Citizenship Corner, which showcases our newly purchased citizenship materials which includes Civics and Citizenship toolkits, and GED books in Spanish and English, showcased in Citizenship Corners at each branch. Programs in 2017 included Naturalization 101, English Conversation Groups, Computer Basics in Spanish and ESL Monthly Reading Group. In addition, College of DuPage is currently leading ELA and Citizenship Classes at Eola Branch, Santori hosted a citizenship class over the summer and currently hosting a 12-week ESL and Citizenship Class. We now have a Citizenship Website [http://aurorapubliclibrary.org/citizenship\\_resources](http://aurorapubliclibrary.org/citizenship_resources) with links to databases we offer for English and citizenship resources, local community organizations, classes, immigrant rights and legal help. We established collaborative relationships with Family Focus, Dominican Literacy Center, World Relief, Waubensee Community College and College of DuPage. We will be working with Aurora University in 2018. Upcoming events for 2018 include hosting a Naturalization ceremony at Santori; College of DuPage will teach a GED course in the fall; we will have Citizenship/Resources Brochures available for Outreach events and ELA/Citizenship classes at Eola this summer.

Express Creativity: The goal of this pillar is to promote the creative services our library has to offer and reach out to the community in many ways. We connect with the community by designing and creating promotional items, attending outreach events, hosting in-house events and working with different programs the library is hosting. We host and facilitate art exhibits and build on our special collections and tech tools. Digital Services have 3D printers traveling to our different locations. We want to explore bringing 3D printers to schools and having students come here to use them. Our Arts and Exhibits are reaching the community and we will be highlighting this more on our website. Our Tech Tools are searchable in our collection. Our visitors are made-up of families coming to explore, small businesses stopping in to find ways to market their business and those who seek us out of curiosity.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Approval of January and February Bills

Jeffrey Butler moved, seconded by Andrew Smith, to approve the monthly expenditures as listed on the Authorization Sheet for the period January 25, 2018, to February 28, 2018, in the amount of \$1,062,646.00.

Roll call on motion:

Yes: Butler, Filapek, Miller, Needam, Savage and Smith

No: none

Abstain: none

Absent: Serrano

Two Vacancies

Motion carried.

**PAYMENT OF BILLS  
1-25-18 TO 2-28-18**

Jeffrey Butler inquired on several invoices:

Alliance Entertainment charges are for DVDs for the circulating collection.

Aurora Chamber of Commerce - Two charges for Registration to Leadership Academy. This program is run by local chambers of Commerce to learn about different pieces of the community and government. Two of our staff members will be attending.

Libraries First: Museum Adventure Pass for \$750: This is a fee for annual membership. Customers can check out passes and get printed coupons for a limited amount of admission passes. A customer can come back every seven days.

MKC Electric – Pendant Light Retrofit for \$7,898: These are two invoices for our Eola pendant light retrofit. 40 light fixtures were replaced with LED fixtures. There was an incentive grant from Com Ed that Bonnie Sebbly and Jeff DesJardine worked on which awarded us a \$4,400 refund for these charges.

Purchase Power charge of \$1,000 and \$2,600: This is postage for our postage meter.

Today's Business Solution: MyPC, PCut Conv. \$14,838: 1 year fee for MyPC PaperCut, software to print and maintenance for coin towers and simple scans.

Approval of March Bills

Andrew Smith moved, seconded by Joe Filapek, to approve the monthly expenditures as listed on the Authorization Sheet for the period of March 1, 2018 to March 28, 2018, in the amount of \$747,573.99.

Roll call on motion:

Yes: Butler, Filapek, Miller, Needam, Savage and Smith

No: none

Abstain: none

Absent: Serrano

Two Vacancies

Motion carried.

**PAYMENT OF BILLS  
3-1-18 TO 3-28-18**

Jeffrey Butler inquired on the following invoices:

Ross Mechanical – HVAC repair, \$6,000: This is the cost for a coil condenser, which failed at Santori.

Bankers Advertising – Promo items, \$997: This represents 90 imprinted canvas tote bags.

Committee Assignments

Designated Committee Assignments were included in the monthly board packet and reads as follows:

**Aurora Public Library Board Committees  
March 2018 through February 2019**

The Board President is a member of all committees.

Policy and Personnel

Chair: Andrew Smith

Members: Archie Needam, Eva Serrano

Staff: Daisy Porter-Reynolds, Michaela Haberkern, Heather Sturm, Brenda Blough (for personnel)

Finance

Chair: Jeff Butler

Members: Joe Filapek, Andrew Smith

Staff: Daisy Porter-Reynolds, Michaela Haberkern, Kathy Fennell

Buildings & Grounds

Chair: John Savage

Members: Avis Miller, Andrew Smith

Staff: Daisy Porter-Reynolds, Michaela Haberkern, Heather Sturm

2017 Illinois Public Library Annual Report (IPLAR)

On a motion by Joe Filapek seconded by Andrews Smith, the board voted unanimously to approve the Illinois Public Library Annual Report (IPLAR).

All in favor

Motion carried.

**2017 IPLAR APPROVED**

**EXECUTIVE SESSION:**

Andrew Smith moved, seconded by Archie Needam to adjourn to Executive Session at 7:04 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: Butler, Filapek, Miller, Needham, Savage and Smith

No: none

Abstain: none

Absent: Serrano

Two Vacancies

All in favor

Motion carried

**APPROVED EXECUTIVE SESSION**

**MINUTES OF THE JANUARY 24, 2018 EXECUTIVE SESSION:**

On a motion by Andrew Smith, seconded by Archie Needham, the board voted unanimously to approve the minutes of the January 24, 2018 executive session as written.

Roll call on motion:

Yes: Butler, Filapek, Miller, Needham, Savage, and Smith

No: none

Abstain: none

Absent: Serrano

One Vacancy

Motion carried.

**MINUTES OF THE JANUARY 24, 2018 EXECUTIVE SESSION APPROVED**

**ADJOURNMENT**

On a motion by Avis Miller, seconded by Andrew Smith, the board voted unanimously to adjourn at 7:40 p.m.

All in favor.

Motion carried.

**ADJOURNMENT**

**CERTIFIED TO BE A TRUE COPY**

---

Secretary, Board of Directors

kg