

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

**March 23, 2016**

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

Present: Trustees Stewart Beach, Jeffry Butler, Richard Hawks, Walt Meinert, Archie Needam, John Savage, Andrew Smith

Absent: Trustees Norma Gobert, Maria Lozano

Also present were Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Manager of Administration Kathleen Fennell, Communications Manager Amy Roth, Foundation Manager Laura Stoney and Administrative Assistant Nicoletta Palmeri

**ADDITIONS TO AGENDA:** None

Jeffry Butler stated that six bids were received for the Request for Proposal for the 2016 Strategic Planning Services. After being vetted by the strategic planning committee, two companies were selected to interview based on their experience, qualifications, project plan and scope of project and location. Lynn Elam Consulting and Libraries Thrive Consulting were interviewed by the strategic planning committee on March 22<sup>nd</sup>. Jeffry Butler recommended Lynn Elam Consulting because her consulting business is local, has a bilingual assistant that holds a Ph.D. in Library and Information Science, and is familiar with Aurora's demographics. Andrew Smith liked Lynn Elam's approach to incorporate focus groups with online community surveys; and her familiarity with Aurora's Hispanic community. John Savage agreed with Andrew Smith that focus groups are important to the Aurora community. Daisy Porter-Reynolds likes Lynn Elam's knowledge, experience and business approach toward bigger libraries.

The total cost for Lynn Elam's strategic planning consulting services is a lump sum of \$40,000, including Northern Illinois University, DeKalb, Illinois Center for Governmental Studies Community Survey of \$15,800 (cost included in lump sum).

Jeffry Butler moved, seconded by Richard Hawks, to approve Lynn Elam Consulting as the Strategic Planning Consultant for the Aurora Public Library in the amount of \$40,000.

Roll call on motion:

Yes: Trustees Beach, Butler, Hawks, Meinert, Needam, Savage, Smith

No: None

Absent: Trustees Gobert, Lozano

Abstained: None

Motion carried.

**APPROVED STRATEGIC PLANNING SERVICES CONSULTANT LYNN ELAM FEE FOR \$40,000**

**MINUTES OF THE PREVIOUS MEETING:**

Richard Hawks moved, seconded by Andrew Smith, to approve the minutes of the February 24, 2016, meeting as written.

All in favor.

Stewart Beach abstained

Motion carried.

**MINUTES APPROVED**

**PUBLIC COMMENTS:** None

**COMMUNICATIONS:**

The March 2016 publicity “news clippings” binder collected by Amy Roth was passed around.

**COMMITTEE REPORTS**

Finance

Stewart Beach moved, seconded by Archie Needam, to approve the Aurora Public Library monthly expenditures as listed on the Authorization Sheet for the period February 25, 2016 through March 23, 2016 in the amount of \$ 770,844.32.

Roll call on motion:

Yes: Trustees Beach, Butler, Hawks, Meinert, Needam, Savage

No: None

Absent: Trustees Gobert, Lozano, Smith

Abstained: None

Motion carried.

**PAYMENT OF BILLS**

Jeffry Butler asked about the Ace Hardware expenditure for \$1,116.31 on 3/10/2016. Ace Hardware and DEMCO expenses were processed on the same check. The check was voided on 3/23/2016 and the expenditures were re-issued on 3/23/2016.

Jeffry Butler asked about the expenditure from Lift Works, Inc. for \$16,793.00 on 3/10/2016. This expenditure was for the purchase of an electric self propelled scissor lift.

Jeffry Butler asked about the Aurora Chamber of Commerce expenditure for \$450.00 on 3/10/2016. Heather Sturm was accepted into the 2016 Leadership Academy which focuses on the unique strengths of our community and encourages participants to engage in our community’s success.

Jeffry Butler asked about the Olsson Roof expenditure for \$587.00 on 3/10/2016. This expenditure was for roof repairs at West Branch due to leaking around the skylight.

Jeffry Butler asked about the Chase/Visa expenditure for \$79.41 on 3/23/2016. This expenditure was for domain names renewals: aurorapubliclibrary.org, aurorapubliclibrary.net, aurorapubliclibrary.com, aurorapubliclibraryfoundation.com, aurorapubliclibraryfoundation.net and aurorapubliclibraryfoundation.org

John Savage noted that the finance committee met on February 8, 2016, to review the 2016 Library Budget. A follow-up meeting will be held on April 12, 2016 at 10:00 a.m.

Technology

No report.

Building & Grounds

No report.

Policy & Personnel

Michelle Kilty presented the Unattended Children's Policy update to the board. Three criteria were added to the policy to simplify how staff should handle unattended children and for parents/caregivers to understand they are solely responsible for their children while they are in the library, regardless of whether or not the parent is in the library. The updated policy will be added to the website for patron access and review.

Jeffry Butler moved, seconded by Richard Hawks, to approve the updated Unattended Children's Policy.

All in favor.

Motion carried.

**APPROVED UNATTENDED CHILDREN'S POLICY UPDATE**

**EXECUTIVE DIRECTOR'S REPORT:**

Johnathon Hauser, the new IT manager, will start on April 4<sup>th</sup>.

Daisy Porter-Reynolds stated that the library's annual report is almost completed. It will be ready for discussion at the next board meeting.

Michaela Haberkern made several revisions to the monthly circulation statistics report. The Excel circulation worksheet was replaced with new charts that split out the Express Center and Bookmobile circulation statistics. These locations were not broken out in 2015. In addition, comparative circulation statistics were provided for February 2015 and 2016 by location. We will continue to tweak the circulation statistics reports by changing the shading and pointing out big changes. The downloadable graphs may also be revised in the near future.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Laura Stoney noted that the Foundation's audit report was received and will be reviewed by the Foundation on April 4<sup>th</sup>.

The 2016 action plan will be presented to the Foundation at their meeting on April 4, 2016 noted Laura Stoney.

**ADJOURNMENT:**

Stewart Beach moved, seconded by Richard Hawks, to adjourn at 6:37 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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