

Minutes of the Aurora Public Library District Board of Trustees

February 22, 2021 Meeting

The Aurora Public Library District Board of Trustees met on February 22, 2021, at the Aurora Public Library.

The meeting was called to order at 6:36 pm by Vice President Randy Dennis. In attendance were Board members Sue Manford, Mary Fields, Randy Dennis, and Angela Burkhardt. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. President Ben Turner arrived after the meeting began.

Board Meeting Minutes: Manford made a motion to accept the minutes from the January 25, 2021 Board meeting. The motion was seconded by Burkhardt, and the motion carried.

Librarian's Report

Library District staff members continue to offer children's programming through Take It and Make It craft kits, contests, and video Storytelling on the Library's YouTube channel. Jessica Rowlett is beginning a new monthly video series to share new book titles. The adult book discussion is currently reading *Educated* by Tara Westover. The Zoom discussion has been postponed until March 5th due to an unavoidable schedule conflict for the presenter. The virtual program "Jazz and the Civil Rights Movement" was held on February 18th. The event was very educational, but had low attendance in spite of heavy promotion through social media, including on *The Register's* Facebook page. The Local History Library staff will be working with the sixth grade from the Aurora Elementary School on projects leading to student presentations about the Aurora area.

Staff members have been attending webinars on cataloging, on the Inter-Library Loan process, on engaging library patrons in Citizen Science, and on two new digital databases. The Library District has contracted with ZooBean, Inc. to add Beanstack to our web page. This will allow patrons of all ages to track their reading and participate in reading challenges through the web page or mobile devices. Siemer and Dean are currently working with the company to develop our app, and the goal is to have the software active by the first of May. We are hoping this will engage additional readers who rely heavily on digital books rather than coming into the Library for print resources.

Old Business:

Staffing: Judy Grady resigned from the Library District effective January 30, 2021. Her Workman's Compensation claim has not yet been terminated. Emma Ferguson has been hired as a Part-Time Student Assistant. She is a sophomore at South Dearborn High School and will begin work on Thursday March 4th.

Computer Server: The new computer server was installed on February 14-15, 2021 by Midwest Data, Inc. for a total cost of \$13,532.00

Gambles Furniture Building: No repairs have been started on the Gambles building. The damage was first noted on January 19th and the second block of the street was closed in front of the Aurora Public Library. On February 3rd, the City of Aurora erected a construction wall to allow people to drive down Second Street. However, the Library still has no parking on Second Street. Patrons are being directed to park behind the building, but the alley is not being kept free of snow and ice. No updates have been provided to the Library District since February 3rd.

Library Programming: In December 2020, the Board extended the policy of no in-person programming through the end of February 2021. Dean is requested that this policy be continued through April of 2021. A motion was made by Burkhardt and seconded by Fields to extend the “no in-person programming” policy through the end of April 2021. The motion passed.

New Business

Proposals for landscaping contracts for 2021: Dean presented landscaping contract proposals for 2021 from Brumblay Gardens:

- Aurora Public Library – Landscape Maintenance: \$1,620.00 (increase of \$60.00)
- Dillsboro Public Library – Landscape Maintenance: \$1560.00 (no change)
- Local History Library – Landscape Maintenance: \$720.00 (no change)
- Weed Removal from brick walks 4 months: \$120.00 per month (no change)

A motion was made by Manford to accept the Brumblay Garden contracts. The motion was seconded by Ryan, and the motion passed.

Finances

Finances

Local Income Tax (LIT) revenue: The Library District received \$23,143.42 in January LIT revenues.

Library Improvement Reserve Fund (LIRF): In December of 2017, when the previous Director resigned, a portion of her accrued Paid Time Off (\$100,617.02) was paid from the LIRF. During the 2015-2018 audit, it was noted by the State Board of Accounts that the LIRF may only be used for capital expenses. It is recommended that the Library District return these funds to the Library Improvement Reserve Fund through an additional appropriation from the Operating Fund. Dean reported the following procedure for requesting an additional appropriation:

- Public notices must be given of a public hearing (one time in two newspapers).
- Public Hearing
- Approval by County Council
- Submission to Department of Local Government and Finance through the Gateway.

The Board discussed that another option would be to transfer the money directly from the Rainy Day Fund to the LIRF. Dennis made a motion that Dean prepare a Resolution for the March meeting moving the Rainy Day Funds into the LIRF. The motion was seconded by Burkhardt and the motion passed.

Claims: A motion was made by Dennis and seconded by Manford to accept the following February 2021 claims:

001581-001588, 010087-010129, and 506882E-506893E totaling \$84,917.32

These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

Treasurer’s Report: The December 2020 Treasurer’s Reports were presented. A motion was made by Dennis and seconded by Burkhardt to accept the reports. The motion carried.

A motion was made by Manford to move the March Board meeting to Monday March 29, 2021. The motion was seconded by Ryan, and the motion passed. Dean will send the change of date to the local newspaper. The March meeting will begin at 6:15 pm on March 29th at the Aurora Public Library.

Burkhardt made a motion to adjourn the meeting at 7:11 pm.

Respectfully submitted,

Michelle Ryan

Michelle Ryan, Secretary

Brenda Watts

Wendy Field

Sue Maxford

Angeles Burkhardt

