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MINUTES

Board of Library Trustees of the Batavia Public Library District

Special Meeting

Tuesday • 3 July 2018

1. **Call to Order**

President Deitchman called the special meeting to order at 7:02 p.m. in Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Pledge of Allegiance to the Flag**

3. **Call the Roll**

Trustees Present: Jennifer M. Culotta, Andrew R. Deitchman, Katherine A. Garrett, Richard A. Henders, and Jo Ann Smith

Trustees Absent: Diane L. Blodgett and Michael E. MacKenzie

Staff Members Present: Director George H. Scheetz, Kathy A. Moecher, Lisa M. Moore, Deputy Director Joanne C. Zillman

Visitors Present: Marianne E. Fasano; Daniel R. Russo, co-chair, Speak Up! Facilitating Team; and Richard A. Yingst

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Agenda**

Trustee Deitchman asked whether there were any changes to the agenda.

Director Scheetz requested the addition of “Correspondence and Communications” to the agenda.

Motion by Trustee Henders to approve the agenda, as amended. Seconded by Trustee Culotta. All: Aye. The motion carried.

6. **Correspondence and Communications**

The following item of correspondence and communications was included in the Board packet or distributed at the meeting.

- Director Scheetz reported that the Library received a request—which he is inclined to approve—from Walk Batavia / Bike Batavia to participate as one of several local destinations in a survey of pedestrian and cyclist traffic. Further background information was included in the Board packet. Discussion followed.

Trustee Garrett requested that the Standing Committee on Facilities review a “Library” case study produced by earlier this year by Walk Batavia / Bike Batavia.

7. **Cleaning Service**

Trustee Deitchman stated that the purpose of this agenda item was to recommend the approval of a temporary, month-to-month “Work Order Authorization” with Image One Facility Solutions, of Rolling Meadows, Illinois, for cleaning services

At the request of Director Scheetz, Kathy A. Moecher, the Library’s Interim Facilities Services Manager, and Lisa M. Moore, the Library’s Interim Human Resources Manager, presented an overview of the current situation—that is, the transition in Facilities Services, which was caused by turnover and a dearth of candidates for open positions—which makes it very difficult to clean and maintain the Library’s building and grounds.

The work most affected by this situation is housekeeping; that is, cleaning services. The most important work (public restrooms, &c.) is completed, while other work (dusting, &c.) is often left undone, or completed on a sporadic basis. Discussion followed.

Director Scheetz reported that the Library could improve the situation vis-à-vis housekeeping by retaining a contractor for selected cleaning services on a temporary basis. Discussion followed.

In response to a question from Trustee Garrett, discussion followed on the process that would be used to evaluate the viability of the cleaning service and whether the long-term use of a cleaning service is advisable.

Motion by Trustee Smith to approve a temporary, month-to-month “Work Order Authorization” with Image One Facility Solutions, of Rolling Meadows, Illinois, for cleaning services, at a cost of \$3,650.00 per month, for a minimum of three (3) months, as presented; and, further, to authorize the Library Director to extend such temporary, month-to-month “Work Order Authorization,” as needed, but not to exceed a total of five (5) months, and to approve specialty cleaning services as may be needed to address the vicissitudes of the current situation. Seconded by Trustee Culotta. Roll Call: Culotta, aye; Deitchman, aye; Garrett, aye; Henders, aye; Smith, aye. The motion carried, 5-0, with two members absent.

Moecher and Moore left the meeting at 7:28 p.m.

8. **Community Engagement:** Review of Key Ideas and Recommendations to the Board of Library Trustees

Trustee Deitchman stated that the purpose of this agenda item was to begin the review process for the Recommendations to the Board of Library Trustees presented by the Speak Up! Facilitating Team at the regular meeting on Tuesday, 19 June 2018.

A lively discussion ensued on the Recommendations and, in particular, Recommendation 3-3, “Ask voters to approve transferring the seven-cent tax rate for construction bonds to the Library’s tax rate for operations”

Trustee Smith suggest that Recommendation 3-1, “Conduct an awareness program regarding needs outpacing income,” was related to Recommendation 3-3.

In response to a request by Trustee Deitchman, Daniel R. Russo, co-chair, Speak Up! Facilitating Team, provided further background information on the development of Recommendation 3-3 as part of the Community Engagement process. Discussion followed.

Discussion ensued on a variety of topics related to Recommendation 3-3, including deadlines for Board action, the tax rate to take to the voters, and the form of the ballot question.

Deadlines for Board Action

Discussion ensued on whether to place the question on the ballot as part of the General Election in November 2018, the Consolidated Primary Election in February 2019, or the Consolidated Election in April 2019.

Given the date of the final bond payment (December 2018), the consensus of the Board was to place the question on the ballot for Tuesday, 6 November 2018, as part of the General Election.

For the November election, Director Scheetz reported that the deadline to certify the referendum question to the County Clerk is 29 August 2018, while the deadline for the Board to adopt an Ordinance calling for a referendum is 20 August 2018, the day before its regular meeting on Tuesday, 21 August 2018.

Tax Rate

Director Scheetz reported that the final tax rate for construction bonds is 0.070449% (or 0.00070449). Trustee Smith suggested rounding down the tax rate in the ballot question to 0.07% (0.0007) for the sake of simplicity and ease of understanding. Discussion followed.

The consensus of the Board was to ask the voters to redirect a tax rate of 0.07% from construction bonds to the Library’s operating levy.

Form of the Ballot Question

Director Scheetz reported that the ballot question could be presented in either of two forms; viz.:—

- One-Year, Limiting Rate Increase
- One-Year, Extension Limitation Increase

Director Scheetz provided background information on each approach. Discussion followed.

The consensus of the Board favored the slightly more understandable language required by the Illinois Compiled Statutes to be used in the One-Year, Limiting Rate Increase proposition.

In Summary

The consensus of the Board supported Recommendation 3-3 and taking the following action at its regular meeting on Tuesday, 17 July 2018:—

- Adopt an Ordinance calling for a referendum as part of the General Election in November;
- Ask the voters to redirect a tax rate of 0.07% from construction bonds to the Library's operating levy; and
- Present the ballot question as a One-Year, Limiting Rate Increase.

Assign Recommendations to Committee for Further Consideration

Director Scheetz suggested that the Recommendations from the Community Engagement process be assigned to particular standing committees. Discussion followed.

The consensus of the Board was to assign the Recommendations, as follows:—

Recommendations to the Board of Library Trustees

- 1-1.** Expand the Library's use of social media and other technologies to promote programs, services, and collections to the public it serves (infants to seniors) → Standing Committee on Outreach
- 1-2.** Highlight (for the public) the Library's analytical data, such as usage statistics and national rankings → Outreach
- 1-3.** Ensure exceptional services to Library users by providing and supporting quality staffing → Services
- 1-4.** Explore ways to maintain and expand collaborative programs with community organizations → Services
- 2-1.** Maintain a robust collection of materials in multiple formats → Services
- 2-2.** Identify underserved populations and explore new opportunities for programs → Outreach
- 2-3.** Respond to changing service and technology needs → Facilities
- 2-4.** Explore opportunities to repurpose existing spaces to meet changing needs → Facilities
- 2-5.** Maintain and/or expand hours of operations → Services
- 2-6.** Optimize the use of technology → Facilities
- 3-1.** Conduct an awareness program regarding needs outpacing income → Committee of the Whole
- 3-2.** Maintain the community's investment in the Library building and site by systematically planning to address long-term maintenance needs → Facilities
- 3-3.** Ask voters to approve transferring the seven-cent tax rate for construction bonds to the Library's tax rate for operations → Committee of the Whole

9. **A closed session** for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” as authorized by 5 ILCS 120/2(c)(1)

Motion by Trustee Culotta to enter closed session for the purpose stated. Seconded by Trustee Smith. Roll Call: Culotta, aye; Deitchman, aye; Garrett, aye; Richard A. Henders, aye; Smith, aye. The motion carried, 5–0, with two members absent.

The Board entered closed session at 8:54 p.m.

The Board returned to open session at 9:17 p.m.

10. **Next Meetings or Events**

- a. *Independence Day, Wednesday, 4 July 2018, Library Closed [F]*
- b. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 July 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- c. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 August 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- d. *Staff Development Day (4th Friday in August), Friday, 24 August 2018, Library Closed (Scheduled Work Day for All Employees)*
- e. *Library Card Sign-Up Month, September 2018 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- f. *Sunday before Labor Day, Sunday, 2 September 2018, Library Closed*
- g. *Labor Day (1st Monday in September), Monday, 3 September 2018, Library Closed [F]*
- h. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 9 September 2018*
- i. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 September 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- j. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 23–29 September 2018*
- k. *152nd Anniversary of Library Service in Batavia (October 1866–2018), October 2018*
- l. *Teen Read Week™ (same week as Columbus Day), Sunday–Saturday, 7–13 October 2018 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — Annual Theme: It’s Written in the Stars... Read!*
- m. *Columbus Day (Observed) (2nd Monday in October), Monday, 8 October 2018, Library Open [F]*
- n. *ILA Annual Conference (Peoria), Tuesday–Thursday, 9–11 October 2018*
- o. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 October September 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

11. **Adjournment**

Motion by Trustee Henders to adjourn the meeting. Seconded by Trustee Culotta All: Aye. The motion carried.

Trustee Deitchman declared the special meeting of the Board of Library Trustees adjourned at 9:18 p.m.

Respectfully submitted,

Andrew R. Deitchman
President

Jo Ann Smith
Secretary