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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 17 July 2018

1. **Call to Order**

President Deitchman called the regular meeting to order at 7:04 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

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

3. **Call the Roll**

Trustees Present: Diane L. Blodgett, Jennifer M. Culotta, Andrew R. Deitchman, Katherine A. Garrett, Richard A. Henders, Michael E. MacKenzie, and Jo Ann Smith

Trustees Absent: None

Staff Members Present: Director George H. Scheetz, H. Joseph McKane, Kathy A. Moecher, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present: Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc.; Daniel R. Russo, co-chair, Speak Up! Facilitating Team; Richard A. Yingst

4. **Comments from the Audience**

Daniel R. Russo, co-chair of the Speak Up! Facilitating Team, which planned the recently concluded Community Engagement process, presented an overview of the Community Engagement Sessions, which resulted in Key Ideas and Recommendations for the Board of Library Trustees.

Russo then drew the Board's attention to two particularly time-sensitive recommendations; viz.:—

- 3-1. Maintain the community's investment in the Library building and site by systematically planning to address long-term maintenance needs
- 3-2 Ask voters to approve transferring the seven-cent tax rate for construction bonds to the Library's tax rate for operations

Finally, Russo elaborated on the significance of these particular recommendations and explained how the community would benefit from their implementation.

5. **Approve the Consent Agenda**

Trustee Deitchman read the consent agenda.

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

At the request of Director Scheetz, Agenda Item #5 a (3) — Special Meeting, Tuesday, 3 July 2018 — was removed from the consent agenda and deferred to a future meeting.

Motion by Trustee Garrett to approve the consent agenda, as amended, to include the following items:—

a. **Minutes:**—

- (1) Regular Meeting, Tuesday, 19 June 2018
- (2) Closed Session, Tuesday, 19 June 2018
- ~~(3) Special Meeting, Tuesday, 3 July 2018~~
- (4) Closed Session, Tuesday, 3 July 2018

b. **Expenditures:**—

- (1) Expenditures (“Cash Disbursement Detail Report”): June 2018, including General Fund Checks (724478–724581) in the amount of \$117,219.28, Online Debit Charges in the amount of \$13,335.29, and Payroll Checks & Taxes in the amount of \$134,878.01, for a grand total of \$265,432.58 in expenditures

c. **Other Action Items:**—

- (1) An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2018 and Ending 30 June 2019: ORDINANCE 2018–007

Seconded by Trustee Blodgett. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, aye; Garrett, aye; Henders, aye; MacKenzie, aye; Smith, aye. The motion carried, 7–0.

6. **Approve the Agenda**

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

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

7. **Financial Reports**

a. **Financial Reports:** June 2018

- 2017–2018 Working Budget
- 2017–2018 Statement of Revenue and Expenditures
- 2017–2018 Investment Report

H. Joseph McKane, the Library’s Finance Specialist, asked whether there were any questions regarding the financial reports, which were included in the Board packet. There were no questions.

8. **President’s Report**

The President did not present a special report.

9. **Good News / Comments from the Board**

There were no additional comments from the Board.

10. **Correspondence and Communications**

There were no additional items of correspondence and communication.

11. **Director’s and Librarians’ Reports: June 2018**

- **Statistical Reports**

The following monthly and year-to-date reports were included in the Board packet: Circulation, Library Usage, and Acquisitions.

In response to a question from Trustee Deitchman, Stacey L. Peterson presented a brief report on the Rack at the Track, a deposit collection at the Metra station in Geneva.

- **Other Highlights**

NBC Sports Chicago: Director Scheetz reported that NBC Sports Chicago will be at the Library this week to begin a 15-week special report on the Batavia Bulldogs football program, with an early focus on Bulldogs Unleashed.

Cleaning Service: In response to a question from Trustee Culotta, Kathy A. Moecher, the Library’s Interim Facilities Services Manager, presented a brief report on the Library’s new cleaning service.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Summer Reading Club for children and families.

In response to a question from Trustee Culotta, Zillman presented a brief report on the activities planned for Staff Development Day.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on the Summer Reading Club for adults and teens and the Questions & Ancestors genealogy series.

12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** There was no meeting in July.
- b. **Standing Committee on Finance:** There was no meeting in July.
- c. **Standing Committee on Outreach:** There was no meeting in July.
- d. **Standing Committee on Services:** There was no meeting in July.
- e. **Batavia Public Library Foundation:** There was no meeting in July.
- f. **Friends of the Batavia Public Library:** There was no meeting in July; however, Trustee Smith presented a brief report on the work of the Friends of the Batavia Public Library.
- g. **Library Integrated Network Consortium (LINC):** There was no meeting in July; however, in response to a question from Trustee Deitchman, Director Scheetz presented a brief report on the dissolution of the Library Integrated Network Consortium.
- h. **Batavia Access Television (BATV):** In Trustee Henders presented a brief report on the work of BATV.

13. **An Ordinance Providing for and Requiring the Submission of the Proposition of Increasing the Limiting Rate for the Batavia Public Library District, Kane and DuPage Counties, to the Voters of Said Library District at the General Election to Be Held on the 6th Day of November, 2018**
(ORDINANCE 2018-008)

Trustee Deitchman read into the record the news release, “Batavia Public Library Places Proposal on November Ballot.” A lively discussion ensued.

Director Scheetz suggested the tax rate of 0.070449% be shortened to 0.07% (equivalent to 7¢ per \$100 equalized assessed valuation, or 0.0007). Discussion followed.

The consensus of the Board supported the rounded-down rate (0.07%).

In response to comments by Trustee Smith and Trustee MacKenzie, discussion followed on the news release.

The consensus of the Board supported the need for clarity and conciseness.

Motion by Trustee Blodgett to approve “An Ordinance Providing for and Requiring the Submission of the Proposition of Increasing the Limiting Rate for the Batavia Public Library District, Kane and DuPage Counties, to the Voters of Said Library District at the General Election to Be Held on the 6th Day of November, 2018 (ORDINANCE 2018-008), as presented. Seconded by Trustee Culotta. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, aye; Garrett, aye; Henders, aye; MacKenzie, aye; Smith, aye. The motion carried, 7-0.

14. **Future Agenda Items**

Director Scheetz noted that an updated list of future agenda items was included in the Board packet.

15. **Next Meetings or Events**

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

16. **Adjournment**

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

Trustee Deitchman declared the regular meeting of the Board of Library Trustees adjourned at 7:53 p.m.

Respectfully submitted,

Andrew R. Deitchman
President

Jo Ann Smith
Secretary