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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 18 September 2018

1. **Call to Order**

President Deitchman called the regular meeting to order at 7:01 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, and Joanne C. Zillman

Visitors Present: Community Engagement: Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Deitchman read the consent agenda.

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

Motion by Trustee Smith to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

(1) Regular Meeting, Tuesday, 21 August 2018

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): July 2018, including General Fund Checks (724582–724671) in the amount of \$131,074.74, Online Debit Charges in the amount of \$12,214.03, and Payroll Checks & Taxes in the amount of \$139,556.06, for a grand total of \$282,844.83 in expenditures.
- (2) Expenditures (“Cash Disbursement Detail Report”): August 2018, including General Fund Checks (724672–724749) in the amount of \$99,559.11, Online Debit Charges in the amount of \$11,891.81, and Payroll Checks & Taxes in the amount of \$141,530.65, for a grand total of \$252,981.57 in expenditures.

c. **Other Action Items**

None

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

7. **Financial Reports: July–August 2018**

- 2017–2018 Working Budget — through 30 June 2018
- 2018–2019 Statement of Revenue and Expenditures
- 2018–2019 Investment Report — NO REPORT / FIRST REPORT FOLLOWING 1ST QUARTER

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**

Public Hearing and Special Meeting: Trustee Deitchman reported that (as noted on the agenda) the Board needed to schedule a special meeting to approve the amended Annual Budget and Appropriation. Discussion followed.

Motion by Trustee Henders to schedule a Public Hearing and Special Meeting on Wednesday, 7 November 2018, at 6:30 PM. Seconded by Trustee Smith. All: Aye. The motion carried.

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

Parking Lot Project: Trustee Deitchman reported he was well pleased with the appearance of the newly completed parking lot.

Director Scheetz concurred. He reported, as well, on the punch list, which was still in progress.

New Manipulative Activities in Youth Services: Trustee Garrett reported she and her family enjoyed the many new manipulative activities—that is, toys and activities for developing cognitive and motor skills—in Youth Services.

10. **Correspondence and Communications**

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

- Note to Director Scheetz from Deanna Howard, director, Plano Community Library District, expressing appreciation for the donation of several items of surplus property (14 September 2018)
- **Referendum 2018:** Director Scheetz announced that the first Q&A Information Session for the general public was scheduled for Sunday, 7 October 2018, at 2:00 PM, in the Founders Room. A second session is scheduled for Thursday, 1 November 2018, at 7:00 PM.
- **Consolidated Election:** Director Scheetz reported that the Consolidated Election will take place on Tuesday, 2 April 2019. The terms of three Trustees are scheduled to expire in May 2019; all three Trustees are eligible for reelection.

Election packets, which include petitions and other requisite forms, are available at the Check Out Desk. The first day that candidates are allowed to gather signatures on petitions is Tuesday, 18 September 2018.

- **Conference Room Tables:** Director Scheetz drew the Trustees' attention to the tables, which recently (after nearly 17 years' hard use) were repaired and refinished.

11. **Director's and Librarians' Reports: August 2018**

- **Statistical Reports**

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

- **Other Highlights**

New Lyceum Lecture Series (Season 12): Director Scheetz reported the next event in this series, "Working to End World War II," presented by Daniel N. Myers, executive director of The Churchill Centre, is scheduled for Monday, 22 October 2018, at 7:00 p.m.

Substitute Employees: In response to a question from Trustee Culotta, discussion followed on the purpose and function of substitute employees.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Library's participation in Curriculum Nights at local elementary schools.

As noted in the Director's Report, she presented brief reports on Staff Development Day (Friday, 24 August 2018) and the recent Open House (Sunday, 9 September 2018).

Trustee Smith, who participated in the Open House, noted that patrons enjoyed receiving the new car magnets, which were distributed to Trustees, as well.

- **Report from Adult Services**

Stacey L. Peterson was not able to attend the Board meeting. Her report was included in the Board packet.

12. **Committee and Official Representative Reports**

- Standing Committee on Facilities:** There was no meeting in September.
- Standing Committee on Finance:** There was no meeting in September.
- Standing Committee on Outreach:** There was no meeting in September.
- Standing Committee on Services:** There was no meeting in September.
- Batavia Public Library Foundation:** There was no report.
- Friends of the Batavia Public Library:** Trustee Smith presented a brief report on the work of the Friends of the Batavia Public Library.
- Library Integrated Network Consortium (LINC):** Director Scheetz reported that the next (and second to last) LINC Board meeting is scheduled for Friday, 21 September 2018.
- Batavia Access Television (BATV):** Trustee Henders presented a brief report on the work of BATV.

13. **Future Agenda Items**

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

14. **Next Meetings or Events**

- Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 23–29 September 2018*
- 152nd Anniversary of Library Service in Batavia (October 1866–2018), October 2018*
- 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!*
- Columbus Day (Observed) (2nd Monday in October), Monday, 8 October 2018, Library Open [F]*
- ILA Annual Conference (Peoria), Tuesday–Thursday, 9–11 October 2018*
- Board of Library Trustees (Regular Meeting), Tuesday, 16 October 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

- g. International Games Week (formerly International Games Day), Sunday–Saturday, 4–10 November 2018 — launched in 2008 to focus on the social and recreational side of gaming*
- h. Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 4 November 2018*
- i. General Election Day (in even-numbered years, the first Tue after the first Monday in November), Tuesday, 6 November 2018*

15. **Adjournment**

Motion by Trustee Blodgett to adjourn the meeting. Seconded by Trustee Garrett. All: Aye. The motion carried.

Trustee Deitchman declared the regular meeting of the Board of Library Trustees adjourned at 7:31 p.m.

Respectfully submitted,

Andrew R. Deitchman
President

Jo Ann Smith
Secretary