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## MINUTES

### Board of Library Trustees of the Batavia Public Library District

#### *Regular Meeting*

Tuesday • 16 October 2018

1. **Call to Order**

President Deitchman called the regular meeting to order at 7:02 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:** Jennifer M. Culotta, Andrew R. Deitchman, Katherine A. Garrett, Richard A. Henders, Michael E. MacKenzie, and Jo Ann Smith

**Trustees Absent:** Diane L. Blodgett

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

**Visitors Present: Community Engagement:** Sean Hickey, CPA, Lauterbach & Amen, LLP; 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 Henders to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

(1) Regular Meeting, Tuesday, 18 September 2018

b. **Expenditures**

(1) Expenditures (“Cash Disbursement Detail Report”): September 2018, including General Fund Checks (724750–724866) in the amount of \$99,559.11, Online Debit Charges in the amount of \$5,975.65, and Payroll Checks & Taxes in the amount of \$144,852.69, for a grand total of \$250,387.45 in expenditures

c. **Other Action Items**

- (1) An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2018–2019 (Standing Committee on Finance): ORDINANCE 2018–009
- (2) A Resolution Determining the Amount of Money Estimated to Be Necessary to Be Raised by the Tax Levy (Standing Committee on Finance): RESOLUTION 2018–006
- (3) Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (Standing Committee on Finance)

Seconded by Trustee Culotta. Roll Call: Culotta, aye; Deitchman, aye; Garrett, aye; Henders, aye; MacKenzie, aye; Smith, aye. The motion carried, 6–0, with one member absent.

6. **Approve the Agenda**

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

Motion by Trustee Garrett to approve the amended agenda, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

7. **Financial Reports**

a. **Financial Reports: September 2018**

- 2018–2019 Working Budget
- 2018–2019 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2018–2019 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.

b. **Annual Financial Report for the Year Ended 30 June 2018 (Independent Auditor’s Report and Financial Statements)**, presented by Sean Hickey, CPA, Lauterbach & Amen LLP

McKane introduced Sean Hickey, CPA, Lauterbach & Amen LLP, to present the Independent Auditor’s Report and Financial Statement for 2018–2019.

Hickey expressed his appreciation to H. Joseph McKane for his preparedness, thorough recordkeeping, and cooperation.

Hickey reported that Lauterbach & Amen presented an unmodified opinion—its highest level; that is, the best opinion possible—regarding the financial position of the Batavia Public Library District. She then highlighted several sections of the Annual Financial Report.

Hickey noted that the Management Letter contained only one prior recommendation vis-à-vis post-employment benefits. Hickey reported that liability at this point was not material. Discussion followed.

Hickey asked whether there were any questions regarding the Annual Financial Report.

In response to a question from Trustee Culotta, discussion followed on journal entries.

There were no further questions.

Hickey left the meeting at 7:13 p.m.

c. **Tentative Form of “An Ordinance Approving the Adopting the Amended Annual Budget and Appropriation for Library Purposes for Fiscal Year 2018–2019”**

Director Scheetz reported that the Public Hearing on the proposed, amended annual budget and appropriation is scheduled for a special meeting on Wednesday, 7 November 2018. Discussion followed.

No action by the Board was required.

8. **Board Education**

Director Scheetz reported that one of the requirements for the 2018–2019 Per Capita Grant is as follows:—

*Personnel—Library... will review and report on progress in meeting Chapter 3, “Personnel,” of Servicing Our Public 3.0: Standards for Illinois Public Libraries (2014).*

Director Scheetz noted a typographical error in Core Standard 16. The Library is now a member of the Reaching Across Illinois Library System (RAILS).

A lively and wide-ranging discussion ensued.

In response to a question from Trustee Culotta on Core Standard 8, discussion followed on the “Code of Ethics of the American Library Association.”

In response to a question from Trustee MacKenzie on Appendix M, discussion followed on service to patrons with disabilities.

In response to a question from Trustee Garrett on Personnel Standard 2, discussion followed on whether staffing levels were sufficient for the purposes stated in the standard.

In response to an observation from Trustee Culotta on Personnel Standard 11, the Trustees confirmed their compliance with this standard.

9. **President's Report**

**Mayor's Breakfast 2018:** Trustee Deitchman reported that the Trustees were invited to attend the annual Mayor's Breakfast, sponsored by the Batavia Chamber of Commerce on Thursday, 8 November 2018.

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

There were no additional comments from the Board.

11. **Correspondence and Communications**

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

- "It's Your Library!" a factual brochure about the Library and the referendum, which was distributed to every household in Batavia using Every Door Direct Mail (EDDM)
- Frequently Requested Facts / Frequently Asked Questions handout

Trustee Smith and Director Scheetz presented summary reports on the first Q&A Information Session, conducted on Sunday, 7 October 2018, as well as other public presentations related to Referendum 2018.

12. **Director's and Librarians' Reports: September 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.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Library Card Sign-Up Month Open House, produced by the Library's Management Team.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on the New Lyceum Lecture Series, Home Delivery Service, and a presentation at the Illinois Librarians Association Annual Conference by Christine C. W. Edison, the Library's Teen Librarian.

13. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** There was no meeting in October.
- b. **Standing Committee on Finance:** Trustee Culotta presented a brief report on the work of the Standing Committee on Finance, the packet for which was distributed to the Board.
- c. **Standing Committee on Outreach:** There was no meeting in October.
- d. **Standing Committee on Services:** Trustee Deitchman presented a brief report on the work of the Standing Committee on Services, the packet for which was distributed to the Board.
- e. **Batavia Public Library Foundation:** Director Scheetz presented a brief report on the work of the Batavia Public Library Foundation.
- f. **Friends of the Batavia Public Library:** Trustee Smith presented a brief report on the work of the Friends of the Batavia Public Library.
- g. **Library Integrated Network Consortium (LINC):** Director Scheetz presented a brief report on the work of LINC. He reported that the final meeting of the Board of Directors was scheduled for Thursday, 15 November 2018.
- h. **Batavia Access Television (BATV):** Trustee Henders presented a brief report on the work of BATV.

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. *152nd Anniversary of Library Service in Batavia (October 1866–2018), October 2018*
- b. *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*
- c. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 4 November 2018*
- d. *General Election Day (in even-numbered years, the first Tuesday after the first Monday in November), Tuesday, 6 November 2018*
- e. ***Board of Library Trustees (Public Hearing / Special Meeting), Wednesday, 7 November 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- f. *Veterans Day, Sunday, 11 November 2018, Library Open*
- g. *Observance of Veterans Day, Monday, 12 November 2018, Library Open [F]*
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 November 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

16. **Adjournment**

Motion by Trustee MacKenzie 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 7:57 p.m.

Respectfully submitted,

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Andrew R. Deitchman  
President

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Jo Ann Smith  
Secretary