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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 20 November 2018

1. **Call to Order**

President Deitchman called the regular meeting to order at 7:08 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, Andrew R. Deitchman, Katherine A. Garrett, Richard A. Henders, Michael E. MacKenzie, and Jo Ann Smith

Trustees Absent: Jennifer M. Culotta

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

Visitors Present: Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc.; Daniel R. Russo, chair, Citizens for Batavia Public Library

4. **Comments from the Audience**

Daniel R. Russo, chair, Citizens for Batavia Public Library, read a prepared statement in which (in part) he presented an overview of the successful Zero Tax Rate Change referendum campaign, reiterated its significance to the future of Batavia Public Library, and expressed his appreciation to the members of the Citizens for the Batavia Public Library.

5. **Approve the Consent Agenda**

Trustee Deitchman read the consent agenda.

Trustee Deitchman asked whether there were any changes to the consent agenda. Director Scheetz requested that Agenda Item # 5 c (6), "High-Speed Internet Service," be moved to the regular agenda before "Future Agenda Items."

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

a. **Minutes**

- (1) Regular Meeting, Tuesday, 16 October 2018
- (2) Public Hearing, Wednesday, 7 November 2018
- (3) Special Meeting, Wednesday, 7 November 2018

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): October 2018, including General Fund Checks (724867–724986) in the amount of \$128,820.97, Online Debit Charges in the amount of \$14,583.16, and Payroll Checks & Taxes in the amount of \$220,029.32, for a grand total of \$363,433.45 in expenditures

c. **Other Action Items**

- (1) An Ordinance Levying an Additional Taxes for Library Purposes 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 2018–011
- (2) A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2018–2019 Per Capita Grant (Illinois State Library): RESOLUTION 2018–007
- (3) A Resolution Appointing an Authorized Agent in Matters Related to the Illinois Municipal Retirement Fund (Standing Committee on Services): RESOLUTION 2018–008
- (4) Columns (Lakeshore Decorating, Inc.) (Standing Committee on Facilities)
- (5) Guardrail Section Replacement Project (O’Malley Welding & Fabricating Inc.) (Standing Committee on Facilities)
- ~~(6) High Speed Internet Service (Metro Fibernet LLC) (Standing Committee on Facilities)~~
- (7) Local Area Network: Network Servers (Webit Services Inc.) (Standing Committee on Facilities)
- (8) Voluntary Term Life Insurance (Prudential Insurance Company of America | National Conference on Public Employees Retirement Systems | Illinois Municipal Retirement Fund) (Standing Committee on Services)
- (9) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

Seconded by Trustee Blodgett. Roll Call: Blodgett, 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 further changes to the agenda.

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

7. **Financial Reports:** October 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.

8. **President’s Report**

Regular Meeting in December 2018: Trustee Deitchman asked the Board to consider whether to conduct a Regular Meeting in December. He noted that, in general, the practice of the Board has been to cancel the December meeting unless action is needed on time-sensitive issues. Discussion followed.

The consensus of the Board was to cancel the December meeting.

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

There were no additional comments from the Board.

10. **Correspondence and Communications**

The following item of correspondence and communication was included in the Board packet or distributed at the meeting:—

- General Election: November 6, 2018: Official Canvass of Votes, State of Illinois, County of Kane: issued by John A. Cunningham, Kane County Clerk (20 November 2018)

Trustee Deitchman expressed the Board’s appreciation to Trustee Smith for her work on the campaign.

11. **Director’s and Librarians’ Reports: October 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**

SWAN Library Services: Director Scheetz reported that Stephanie A. DeYoung, the Library’s Circulation Services Manager, was elected to the Board of Directors of the SWAN¹ Circulation Advisory Group.

New Lyceum Lecture Series (Season 12): Director Scheetz reported this popular series is sponsored by the Batavia Public Library Foundation.

The next event in this series, “Remembering Marshall Field’s at Christmas,” presented by Leslie Goddard, Ph.D., award-winning actress and scholar who has portrayed famous women and presented historical lectures for more than ten years, is scheduled for Thursday, 6 December 2018, at 7:00 p.m.

PechaKucha Night™ Batavia: Director Scheetz invited Trustees to attend Volume 13 on Thursday, 29 November 2018, at Island View Banquets (at Batavia VFW).

Referendum 2018: Director Scheetz reported that, at the Library’s All-Staff Meeting on Thursday, 15 November 2018, the Library’s employees recognized Citizens for Batavia Public Library for its great work and leadership in what turned out to be a remarkably close race.

He presented a written summary of the final count:—

Final Count					
Nov 20	Vote-By-Mail	Early / Grace	Election	Total	
Yes	423	2,523	3,223	6,169	50.24%
No	410	2,265	3,436	6,111	49.76%
Total	833	4,768	6,659	12,280	
				+58	

He noted that the Official Canvass of Votes was dated Tuesday, 20 November 2018.

Trustee Smith analyzed the results by precinct. The referendum won 12 precincts and lost 10, some by close margins, some not so much; 767 voters cast ballots that left the referendum blank.

Director Scheetz expressed his gratitude to Trustee Smith for her tireless work as the liaison to Citizens of the Batavia Public Library.

National Recognition: Director Scheetz reported that Joanne C. Zillman, Youth Services Manager / Deputy Director, was recognized recently by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA).

<http://www.ala.org/alsc/alscconnectonline/alsc-voices-november-2018>

She was featured in “ALSC Voices” (November 2018) as an “ALSC Profile,” which is devoted to “Celebrating colleagues with 25 years or more years of ALSC membership.”

“ALSC Voices” is a feature of ALSC Matters, an (electronic newsletter) publication of the Association for Library Service to Children.

¹SWAN is an acronym for System Wide Automated Network, an anachronism in the sense that the consortium is no longer tied to a particular regional library system.

Veterans Day: This year, the Library honored its veterans—that is, employees or their family members who served in any branch of the U.S. Armed Forces—with a special display in the Staff Room and posts on Facebook.

This effort was warmly received by employees and the community. The Library’s Facebook posts reached 3,812 people who engaged with the Library’s Facebook page 1,194 times, commented 33 times, and shared the posts 17 times.

This special celebration of Veterans Day was a team effort that involved Adult Services, Human Resources, and Promotional Services.

- **Report from Youth Services**

Joanne C. Zillman was not able to attend the Board meeting. Her written report was included (as usual) in the Board packet.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on the New Lyceum Lecture Series and One Book, One Batavia, for which this year’s selection is *Rocket Men: The Daring Odyssey of Apollo 8 and the Astronauts Who Made Man’s First Journey to the Moon* by Robert Kurson.

12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** Trustee Smith presented a brief report on the work of the Standing Committee on Facilities, the packet for which was distributed to the Board.
- b. **Standing Committee on Finance:** There was no meeting in November.
- c. **Standing Committee on Outreach:** There was no meeting in November.
- 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:** There was no meeting in November.
- f. **Friends of the Batavia Public Library (October 2018):** Trustee Smith presented a brief report on the work of the Friends of the Batavia Public Library.
- g. **Library Integrated Network Consortium (LINC): Final Report:** Director Scheetz presented a brief report on the work of LINC, which is now dissolved.

The final, stub audit for LINC was accepted by its Board of Directors on Thursday, 15 November 2018, at which time checks to (nearly) complete the dissolution process were disbursed to each member library.

The total fund balance for LINC was \$955,645.65; however, \$1,000.00 was retained as a minimum balance, which left \$954,645.65 to disburse.

The LINC Treasurer was required to leave \$1,000.00 in the checking account and \$50.00 in petty cash until he visits the bank in person in early December to close the accounts in person.

Pursuant to the LINC Bylaws, each member library has an equity share in the consortium. Batavia's equity share (14.0%) results in a disbursement of \$133,650.39, which was received (and deposited) on November 15. (These funds were not included in the Annual Budget and Appropriation and thus cannot be expended during the current fiscal year.)

At this point, these funds are considered general revenue in the Library Fund. The final disposition of these funds will be reviewed as part of the annual budget process; however, Library Accountant / Finance Specialist has recommended that these funds be transferred (at the appropriate time) to the Special Reserve Fund and the Library Directors supports that recommendation.

h. **Batavia Access Television (BATV):** Trustee Henders presented a brief report on the work of BATV.

13. **High-Speed Internet Service** (Metro Fibernet LLC) (Standing Committee on Facilities)

Trustee Deitchman reported that the purpose of this agenda item was to recommend the approval of a proposal from Metro Fibernet LLC (doing business as Metronet) for high-speed Internet service.

Director Scheetz provided an overview of the project and noted that Metronet changed the terms of the proposed agreement subsequent to the Committee meeting. As a result, he requested that the Board refer this question back to the Standing Committee on Facilities. Discussion followed.

In response to a question from Trustee Garrett, discussion followed on the Library's current services from Comcast Business and AT&T (via the Illinois Century Network) and what they entail.

The consensus of the Board was to refer this question back to the Standing Committee on Facilities.

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. *Thanksgiving Eve, Wednesday, 21 November 2018, Library Closed at 5:00 p.m.*

b. *Thanksgiving (4th Thursday in November), Thursday, 22 November 2018, Library Closed [F]*

c. *Day after Thanksgiving, Friday, 23 November 2018, Library Open*

d. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 December 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

e. *Christmas Eve, Monday, 24 December 2018, Library Closed (Paid Holiday); City and P.O. Closed*

f. *Christmas, Tuesday, 25 December 2018, Library Closed [F]*

g. *New Year's Eve, Monday, 31 December 2018, Library Closed at 12:00 noon*

h. *New Year's Day, Tuesday, 1 January 2019, Library Closed [F]*

16. **Adjournment**

Motion by Trustee MacKenzie 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 7:54 p.m.

Respectfully submitted,

Andrew R. Deitchman
President

Jo Ann Smith
Secretary