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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 15 January 2019

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, Richard A. Henders, Michael E. MacKenzie, and Jo Ann Smith

Trustees Absent: Katherine A. Garrett

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

Visitors Present: 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 MacKenzie to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

- (1) Public Hearing, Tuesday, 20 November 2018
- (2) Regular Meeting, Tuesday, 20 November 2018

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): November 2018, including General Fund Checks (724987–725079) in the amount of \$267,141.25, Online Debit Charges in the amount of \$9,848.87, and Payroll Checks & Taxes in the amount of \$143,177.16, for a grand total of \$420,167.28 in expenditures
- (2) Expenditures (“Cash Disbursement Detail Report”): December 2018, including General Fund Checks (725080–725148) in the amount of \$258,686.21, Online Debit Charges in the amount of \$12,540.41, and Payroll Checks & Taxes in the amount of \$145,080.10, for a grand total of \$416,306.72 in expenditures

c. **Other Action Items**

- (1) None

Seconded by Trustee Smith. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, 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 Culotta to approve the agenda, as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

7. **Financial Reports**

a. **Financial Reports:** November–December 2018

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

In the absence of the H. Joseph McKane, the Library’s Finance Specialist, Director Scheetz 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**

Batavia Candidate Forum: Trustee Deitchman announced that the League of Women Voters of Central Kane County will host a candidate forum for Batavia’s School Board, Library Board, and Aldermanic races at 7:00 p.m. on Thursday, 28 February 2019, at Batavia City Hall.

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

Trustee Smith reported that a report on Batavia’s referendum recently appeared in *American Libraries* (January / February 2019, p. 34), published by the American Library Association:—

“Referenda Roundup 2018”

Batavia voters narrowly approved a 7-cent tax rate increase for library operations, by a vote of just 6,055 to 6,007.¹ The tax rate of 44 cents per \$100 of assessed valuation will remain the same, however—an equivalent tax on building construction bonds that residents have been paying for the past 20 years will be eliminated when that debt is retired in December.

<https://americanlibrariesmagazine.org/2018/11/08/referenda-roundup-2018/>

10. **Correspondence and Communications**

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

- A “thank you” note to George H. Scheetz from Daniel R. Russo, chair, Citizens for Batavia Public Library, who expressed his gratitude for Scheetz’s hard work and dedication during the referendum campaign: “Throughout the campaign, you were an unsung hero, who did not call attention to your many diverse roles.”
- Trustee Henders expressed gratitude and kudos—echoed by the other Trustees—to Trustee Smith for her tireless efforts in support of the referendum campaign.

11. **Director’s and Librarians’ Reports:** November–December 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**

The Library Scores! Director Scheetz reported that the latest Library Journal (LJ) Index for 2018 (based on 2016 data) was released in October. In its category (\$1M–4.9M), Batavia Public Library was ranked 24th in Illinois (of 123 libraries) and 170th in the United States (of 1,445 libraries)!

New Lyceum Lecture Series (Season 12): Director Scheetz reported that the forty-sixth event in this series, “Homeless Shelters’ Gift to the World,” presented by Ryan Dowd, executive director, Hesed House, and author, *The Librarian’s Guide to Homelessness*, is scheduled for Wednesday, 20 February 2019, at 7:00 p.m.

The Year of Mark Twain in Batavia: Director Scheetz reported that the Library has initiated a year-long, collaborative, community-wide celebration in honor of the 150th anniversary of Samuel L. Clemens’ visit to Batavia in 1869. The festivities officially begin with a Mayoral proclamation at the City Council meeting on Tuesday, 22 January 2019.

¹The final tally actually was 6,169 (50.24%) to 6,111 (49.76%) a margin of +58 votes.

The Library is working with other local agencies to plan activities and pop-up events to celebrate this milestone in Batavia's history, including a Books Between Bites presentation in October by Barbara A. Kalina on Mark Twain's first novel, *The Innocents Abroad*, which was the inspiration for his 1868–1869 lecture tour.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Winter Library Club for children and families and the Science & Art Fair (Saturday, 26 January 2019).

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on Winter Reading Club for adults and teens, One Book, One Batavia 2019, and the New Lyceum Lecture Series.

In addition, she noted that the Library was in the process of updating its collection process for reference statistics from a sampling methodology to continuous data-gathering. Discussion followed.

In response to a question from Trustee MacKenzie, Peterson explained the process used to track reference statistics for the Illinois Public Library Annual Report (IPLAR), which originally derived from the Public Library Association's Output Measures.

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 January.
- c. **Standing Committee on Outreach:** Trustee Henders presented a brief report on the work of the Standing Committee on Outreach, the packet for which was distributed to the Board.
- 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 January.
- 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. **Batavia Access Television (BATV):** Trustee Henders presented a brief report on the work of BATV.

13. **RFID: Phase 1** (Bibliotheca LLC) (Standing Committee on Facilities)

Trustee Deitchman reported that the purpose of this agenda item was to recommend the approval of a proposal from Bibliotheca LLC for RFID tagging services.

Director Scheetz noted that this project is an element of the Strategic Plan (2017–2018), Objective / Project 3 (as “RFID”), and the Capital Asset Plan. He reported that the Library’s RFID Team was composed of Stephanie A. DeYoung, the Library’s Circulation Services Manager, and Kerry K. Halter, the Library’s Technical Services Manager.

Trustee Smith presented an overview of the proposed project. She noted that the Standing Committee on Facilities reviewed this proposal at its meeting on Wednesday, 18 December 2018, and recommended that the Board of Library Trustees proceed with this project. Discussion followed.

Director Scheetz described the three phases of the RFID project, as adopted by the Standing Committee on Facilities:—

- Tag the collection (Phase 1)
- Install RFID peripherals: self-check units; security gates; work pads (Phase 2)
- Install an automatic materials handler (AHM), including the patron interface (Phase 3)

Trustee Smith noted that, given the return on investment with an automatic materials handler (AHM), the Standing Committee on Facilities recommended that the project to reconfigure and expand the Circulation Services Workroom for maximum efficiency be completed prior to installing an AHM.

In response to a question from Trustee MacKenzie, discussion followed on timeline for Phase 1 of the RFID project.

Director Scheetz reported that Bibliotheca LLC proposed an “Interlocal Agreement” (based on actual, successful proposals for the same services) for highly competitive pricing. Batavia’s proposal is based primarily on a proposal accepted by the Geneva Public Library District. Discussion followed.

Attorney Roger A. Ritzman has advised that Bibliotheca LLC, even without an “Interlocal Agreement,” is a sole-source provider based on the need for compatibility with the Library’s DVD collection. Discussion followed.

In response to a question from Trustee Culotta, discussion followed on the source of funds (the Library’s Special Reserve Fund) and whether to create a working budget for the Special Reserve Fund, or some other mechanism for identifying projects that will be paid from the Special Reserve Fund.

Director Scheetz noted that the summary charts in the Capital Asset Plan was designed to serve this function; however, it was not included in the Board packet on a regular basis.

The consensus of the Board was to create a new report based on the Capital Asset Plan to illustrate the use of the Special Reserve Fund.

Motion by Trustee Henders to approve and authorize Director Scheetz to execute a proposal from Bibliotheca LLC for RFID tagging services, in the amount of \$83,586.00, as presented. Seconded by Trustee MacKenzie. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, aye; Henders, aye; MacKenzie, aye; Smith, aye. The motion carried, 6–0, with one member absent.

14. **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.

Trustee Smith presented an overview of the proposed project. She noted that the Standing Committee on Facilities reviewed this proposal at its meeting on Wednesday, 18 December 2018, and recommended that the Board of Library Trustees proceed with this project. Discussion followed.

In response to a comment by Trustee Culotta, discussion followed on whether to enter into a three-year agreement with a new company.

Trustee Smith noted that Metronet is new to Batavia; however, it is a well-established company, which was founded in Indiana.

Director Scheetz noted that the proposed agreement does not go into effect—that is, the Library is not liable for any payments to Metro Fibernet LLC—until the new service is live. In addition, Metro Fibernet LLC offered the Library the first month of service at no charge (free) and upgraded the service to 150MB downstream at no additional cost to the Library.

Director Scheetz noted that Attorney Roger A. Ritzman observed that the proposed agreement from Metro Fibernet LLC suffers from what he (Ritzman) described as “the usual problems”; i.e., limitation of liability, no warranty of any kind, automatic renewal absent notice to terminate, venue (in Indiana), etc. In the end, Metro Fibernet LLC was unwilling to change most of its standard agreement, but did agree to several relatively inconsequential addendums, including making Kane County the jurisdiction and venue for all disputes. Discussion followed.

The consensus of the Board was that the benefits of the service outweigh the limitations of the agreement.

Motion by Trustee MacKenzie to approve and authorize Director Scheetz to execute a proposal from Metro Fibernet LLC (doing business as Metronet) for three years’ high-speed Internet service, in the amount of \$4,896.50 (based on \$139.90 per month for 35 months and one free month as a promotional offer), as presented. Seconded by Trustee Henders. All: Aye. The motion carried.

15. **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 Smith to enter closed session for the purpose stated. Seconded by Trustee Culotta. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, aye; Henders, aye; MacKenzie, aye; Smith, aye. The motion carried, 6–0, with one member absent.

The Board entered closed session at 7:56 p.m.

The Board returned to open session at 8:46 p.m.

16. **Library Director’s Goals for 2018–2019** (Standing Committee on Services)

No action was taken on this agenda item, which (by consensus of the Board of Library Trustees) was referred back to the Standing Committee on Services.

17. **Future Agenda Items**

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

18. **Next Meetings or Events**

- a. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 21 January 2019, Library Open [F]*
- b. *ALA Midwinter Meeting (Seattle), Friday–Tuesday, 25–29 January 2019*
- c. *150th Anniversary of Mark Twain’s “The American Vandal Abroad” Lecture in Batavia (26 January 1869–2019), Saturday, 26 January 2019*
- d. *17th Anniversary of the Library’s Dedication, Open House, and First Day of Business at 10 South Batavia Avenue (27 January 2002–2019), Sunday, 27 January 2017*
- e. *Lincoln’s Birthday, Tuesday, 12 February 2019, Library Open [I]*
- f. *Washington’s Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 18 February 2019, Library Open [F]*
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 February 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- h. *“Zeitgeist,” PechaKucha Night Batavia, Volume 14, Thursday, 21 February 2019, 5:30 p.m., Island View Banquets*
- i. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 4 March 2019, Library Open [I]*
- j. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 10 March 2019*
- k. *Freedom of Information Day, Saturday, 16 March 2018 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- l. *Trivia Bee for Literacy, Saturday, 16 March 2018, 9:00 a.m.–12:00 noon, FONA International Inc.*
- m. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 March 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- n. *Consolidated Election, Tuesday, 2 April 2019*
- o. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- p. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*
- q. *National Library Week (62nd Annual Observance, 1958–2019), Sunday–Saturday, 7–13 April 2019 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2019 Theme: Libraries = Strong Communities*
- r. *National Drop Everything and Read (D.E.A.R.) Day, Friday, 12 April 2019 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to*

remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]

- s. **Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- t. Good Friday, Friday, 19 April 2019, Library Open [I]*
- u. Easter, Sunday, 21 April 2019, Library Closed*

19. **Adjournment**

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

Trustee Deitchman declared the regular meeting of the Board of Library Trustees adjourned at 8:47 p.m.

Respectfully submitted,

Andrew R. Deitchman
President

Jo Ann Smith
Secretary