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MINUTES

Standing Committee on Finance • Board of Trustees • Batavia Public Library District

Special Meeting

Tuesday • 2 October 2018

1. **Call to Order**

Trustee Culotta called the meeting to order at 7:12 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Jennifer M. Culotta and Andrew R. Deitchman

Committee Members Absent: Michael E. MacKenzie

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, H. Joseph McKane, and Deputy Director Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Monday, 4 June 2018

Trustee Culotta asked whether there were any changes to the minutes.

Motion by Trustee Deitchman to approve the minutes of the special meeting, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

5. **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** (ORDINANCE 2018–XXX)

Trustee Culotta stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve an additional, special purpose tax of 0.02% for buildings and

equipment for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

Director Scheetz summarized his report, which was included in the Committee packet.

He noted that the purpose of this Ordinance is to adopt an additional, special purpose tax of 0.02% for buildings and equipment for library purposes, and maintenance, repairs, and alterations of library buildings and equipment. According to Illinois Statutes, “In any year in which the board proposes to levy the additional 0.02% tax, the board shall adopt an ordinance determining to levy the tax.”

Director Scheetz reported that, as an informal goal, the Library attempts to maintain a balance of \$250,000 in this fund in anticipation of unanticipated and/or catastrophic events. He supports that goal. Discussion followed.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve “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,” as presented. Seconded by Trustee Deitchman. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

6. **A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy** (RESOLUTION 2018–XXX)

Trustee Culotta stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve “A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy.”

Director Scheetz summarized his report, which was included in the Committee packet.

He noted that “The Truth in Taxation Act” [35 ILCS 200 / 18–55 et seq.], requires the Batavia Public Library District to determine the amount of money estimated to be necessary to be raised by the tax levy for each year (“levy”) upon the taxable property in the Library District, not less than twenty (20) days prior to the adoption of the levy.

He explained that the purpose of this Law is to require taxing districts to disclose by publication and to hold a public hearing on their intention to adopt an aggregate levy in amounts more than 105% of the amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the final aggregate levy of the preceding year. Discussion followed.

Motion by Trustee Deitchman to recommend that the Board of Library Trustees approve “A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy,” as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

7. **Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation)**

Trustee Culotta stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal for insurance policies (business package, automobile, commercial liability umbrella, workers compensation).

Director Scheetz reported that the Library's current providers (since 2017) are Utica National Insurance Group and The Travelers Companies / Cook and Kocher Insurance Group Inc., of Park Ridge, Illinois. He noted that, typically every 2–3 years, the Standing Committee on Finance reviews the Library's insurance coverage or rates.

H. Joseph McKane, as the Library Accountant / Finance Specialist, reported that the Library did not solicit competitive proposals for the Library's insurance policies in 2018, because of outstanding claims. Discussion followed.

He recommended that the Board of Library Trustees approve the newly proposed rates from Cook & Kocher Insurance Group Inc., of Park Ridge, Illinois, in the amount of \$21,507, which reflects an increase of \$1,552 (7.8%) over the current rates. Discussion followed.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve the proposal from the Cook and Kocher Insurance Group Inc., of Park Ridge, Illinois, in the amount of \$21,507, as presented. Seconded by Trustee Deitchman. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

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

Director Scheetz reported that the Annual Budget and Appropriation, as adopted in June–July 2018, did not anticipate the increased revenue that would be generated by a successful referendum in November 2018. As a result, in order to capture such increased revenue, the Annual Budget and Appropriation requires revision prior to the adoption of the Annual Levy.

In consultation with Attorney Roger A. Ritzman, pursuant to the Illinois Municipal Budget Law [50 ILCS 330 / 3], there is only one way to correct the Annual Budget and Appropriation; namely: “... the governing body ... may amend such budget and appropriation ordinance from time to time by the same procedure as is herein provided for the original adoption of a budget and appropriation ordinance.”

In other words, the Board needs to go through the same steps that were completed in June–July, except with a slightly compressed timeline. Director Scheetz noted that the process was a challenge; however, there is enough time to make it work.

As part of this process, the Board will hold a Public Hearing and a Special Meeting on Wednesday, 7 November 2018. This Special Meeting, which was approved by action of the Board of Library Trustees in September 2018, will have an abbreviated agenda.

H. Joseph McKane, as the Library Accountant / Finance Specialist, described the process by which he calculated the Amended Annual Budget and Appropriation.

9. **Annual Financial Report for the Year Ended 30 June 2018 (Independent Auditor's Report and Financial Statements)**

Director Scheetz reported that the auditors were scheduled to deliver their report after the date of the Committee meeting. As a result, the Independent Auditor's Report was not available for Committee review and would be included in the Board packet. Discussion followed.

10. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

11. **Comments from the Committee**

There were no additional comments from the Committee.

12. **Next Meetings or Events**

- a. *152nd Anniversary of Library Service in Batavia (October 1866–2018), October 2018*
- b. *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!*
- c. *Columbus Day (Observed) (2nd Monday in October), Monday, 8 October 2018, Library Open [F]*
- d. *ILA Annual Conference (Peoria), Tuesday–Thursday, 9–11 October 2018*
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 16 October 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *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*
- g. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 4 November 2018*
- h. *General Election Day (in even-numbered years, the first Tue after the first Monday in November), Tuesday, 6 November 2018*
- i. ***Standing Committee on Finance, Tuesday, 6 November 2018, 7:00 PM (or immediately following the Standing Committee on Services), Elizabeth L. Hall Conference Room, Batavia Public Library***
- j. *Board of Library Trustees (Public Hearing / Special Meeting), Wednesday, 7 November 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 20 November 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

13. **Adjournment**

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

Trustee Culotta declared the meeting adjourned at 7:43 p.m.

Respectfully submitted,

George H. Scheetz
Director