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## MINUTES

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

#### *Regular Meeting*

Tuesday • 19 November 2019

1. **Call to Order**

President Smith called the regular meeting to order at 7:06 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, Katherine A. Garrett, Elizabeth P. Larson, Daniel R. Russo, and Jo Ann Smith

**Trustees Absent:** Michael E. MacKenzie

**Staff Members Present:** Director George H. Scheetz, Michele M. Domel, H. Joseph McKane, Stacey L. Peterson, and Joanne C. Zillman

**Visitors Present:** Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc.; George L. Schramer, resident

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Smith read the consent agenda.

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

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

a. **Minutes**

(1) Regular Meeting, Tuesday, 15 October 2019

b. **Expenditures**

(1) Expenditures (“Cash Disbursement Detail Report”): October 2019, including General Fund Checks (1258–1362) in the amount of \$134,190.41, Online Debit Charges in the amount of \$11,051.85, and Payroll Checks & Taxes in the amount of \$162,921.50, for a grand total of \$308,163.76 in expenditures

c. **Other Action Items**

- (1) An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2019–2020 (Standing Committee on Finance): ORDINANCE 2019–009
- (2) A Resolution Adopting a “Policy on Payment Card Industry (PCI) Compliance” (Standing Committee on Policy): RESOLUTION 2019–008
- (3) Payroll Services (ADP® Payroll Services | ADP LLC) (Standing Committee on Policy)
- (4) Café Lease (Chapters Coffeehouse & Café) (Standing Committee on Policy)
- (5) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

Seconded by Trustee Blodgett. Roll Call: Blodgett, aye; Culotta, aye; Garrett, aye; Larson, aye; Russo, aye; Smith, aye. The motion carried, 6–0, with one member absent.

6. **Approve the Agenda**

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

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

7. **Financial Reports:** October 2019

- 2019–2020 Working Budget
- 2019–2020 Statement of Revenue and Expenditures
- 2019–2020 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 2019:** Trustee Smith asked the Board to consider whether to conduct a Regular Meeting in December. She 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**

Trustee Smith reported that she attended the book discussion on *The Adventures of Tom Sawyer*, which was delightful.

Trustee Smith noted that the Mayor's annual State-of-the-City Breakfast, which took place on Thursday, 7 November 2019, was a lovely and informative event attended by both Library employees and Trustees.

Trustee Russo observed that the referendum was approved one year ago. Discussion followed.

10. **Correspondence and Communications**

There were no additional items of correspondence and communications.

11. **Director's and Librarians' Reports: October 2019**

- **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**

**Halloween:** To the delight of patrons and colleagues alike, a goodly number of employees throughout the Library celebrated All Hallows' Eve by dressing as Waldo (from the well-known "Where's Waldo" series of books).

**Veterans Day:** This year, the Library honored its veterans—that is, employees or their parents who served in any branch of the U.S. Armed Forces—with a commemorative booklet on display in the staff areas of the Library. This special celebration of Veterans Day was coordinated by Administration Services.

**Black Friday at the Library:** On Friday, 29 November 2019, the Library—in collaboration with Chapters Coffehouse & Café and the Friends of the Batavia Public Library—will celebrate "Black Friday" with coupons for great deals.

**Other Highlights:** Director Scheetz presented several other highlights from his written report, including reports on the Batavia ACCESS Toy Store, holiday decorations, the annual storytime at the Celebration of Lights Festival, and the "Inspire Awards" presented by the Batavia Chamber of Commerce.

- **Batavia Counts**

Joanne C. Zillman, in her role as Deputy Director, presented a report on Batavia Counts, a Complete Count Committee, and the 2020 Census.

A "Trusted Voices" meeting was held on Thursday, 14 November 2019, to which local organizations, social-service agencies, and churches were invited. The informative meeting included a panel of seven representatives from local agencies speaking about the importance of

the Census to their organizations. In addition, Caryl Riley from the U.S. Census Bureau made a brief presentation and responded questions. This meeting was recorded by BATV and will be shared on the Batavia Counts site.

Zillman noted that the Library established a Web site devoted to the 2020 Census and Batavia Counts, which contains a variety of useful information and Census-related publications.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the annual bookmark contest, BatFest, preschool visits, and Late Night at the Library.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on the burgeoning “Library of Things,” including the soon-to-be-ready-to-check-out hotspots.

## 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:** In the absence of Trustee MacKenzie, Trustee Russo presented a brief report on the work of the Standing Committee on Outreach, the packet for which was distributed to the Board.

Trustee Smith noted that the Committee reviewed a new tool that for engaging the community—OpenGov—which includes a variety of functions, including graphical reports and interactive stories. Discussion followed.

- d. **Standing Committee on Policy (formerly Services):** Trustee Smith presented a brief report on the work of the Standing Committee on Policy, the packet for which was distributed to the Board.
- e. **Batavia Public Library Foundation:** Trustee Larson presented a brief report on the work of the Batavia Public Library Foundation.

In particular, she noted that Foundation Board is seeking to recruit new directors.

- f. **Friends of the Batavia Public Library:** Trustee Russo presented a brief report on the work of the Friends of the Batavia Public Library.

Trustee Larson reported that the Friends Board issues memberships for babies, which make a great memento and gift to new parents.

- g. **Batavia Access Television (BATV):** Patricia A. Leonard, the Library’s Promotional Services Manager and official representative to the BATV Board, provided a written report, which was included in the Board packet.

13. **Annual Goal Plan for the Library Director for July 2019–June 2020** (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was to recommend an Annual Goal Plan for the Library Director.

Trustee Smith presented a report on how the Director’s goals were determined, the role of the Policy Committee and Director Scheetz in the process, and the desire to make the goals SMART; that is Specific, Measurable, Attainable, Relevant / Realistic, and Time-Oriented. Discussion followed.

In response to a question from Trustee Garrett, discussion followed on the Action Steps related to Goal D–1, Objective (c), “Transparency & Communications.”

In response to a question from Trustee Garrett, at the request of Director Scheetz, Stacey L. Peterson, the Library’s Adult Service Manager, explained the purpose of the “3 Things” initiative.

The consensus of the Board expressed support for the new Annual Goal Plan and reiterated that the Plan was a living document, which Director Scheetz may track on his own as he sees fit. (Director Scheetz will present periodic reports to the Standing Committee on Policy.)

Motion by Trustee Larson to approve the Annual Goal Plan for the Library Director for July 2019–June 2020, as presented. Seconded by Trustee Blodgett. All: Aye. The motion carried.

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, 27 November 2019, Library Closed at 5:00 p.m.*
- b. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- c. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- e. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- f. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- g. *New Year’s Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- h. *New Year’s Day, Wednesday, 1 January 2020, Library Closed [F]*
- i. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 20 January 2020, Library Open [F]*
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 January 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- k. *ALA Midwinter Meeting (Philadelphia), Friday–Tuesday, 24–28 January 2020*

- l. Lincoln's Birthday, Wednesday, 12 February 2020, Library Open [I]*
- m. Washington's Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 17 February 2020, Library Open [F]*
- n. Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

16. **Adjournment**

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

Trustee Smith declared the regular meeting of the Board of Library Trustees adjourned at 7:43 p.m.

Respectfully submitted,

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Jo Ann Smith  
President

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Daniel R. Russo  
Secretary