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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 21 January 2020

1. **Call to Order**

President Smith called the regular meeting to order at 7:00 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, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: None

Staff Members Present: Director George H. Scheetz, Michele M. Domel, 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 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) Public Hearing, Tuesday, 19 November 2019

(2) Regular Meeting, Tuesday, 19 November 2019

b. Expenditures:—

- (1) Expenditures (“Cash Disbursement Detail Report”): November 2019, including General Fund Checks (1363–1457) in the amount of \$125,193.57, Online Debit Charges in the amount of \$14,410.66, and Payroll Checks & Taxes in the amount of \$244,918.70, for a grand total of \$384,522.93 in expenditures.
- (2) Expenditures (“Cash Disbursement Detail Report”): December 2019, including General Fund Checks (1458–1586) in the amount of \$131,596.63, Online Debit Charges in the amount of \$10,776.14, and Payroll Checks & Taxes in the amount of \$158,147.30, for a grand total of \$300,520.07 in expenditures.

c. Other Action Items:—

- (1) A Resolution Adopting a “Policy on a Work Environment Free of Discrimination, Harassment, and Retaliation,” as amended (Standing Committee on Policy): RESOLUTION 2020–001
- (2) Lending Library of Musical Instruments (Hix Bros. Music Inc.) (Standing Committee on Policy)
- (3) OpenGov Community Engagement Solution (Standing Committee on Outreach)
- (4) Book Supports (Embury Ltd.) (Standing Committee on Facilities)

Seconded by Trustee Blodgett. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 7–0.

6. Approve the Agenda

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

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

7. Financial Reports: November–December 2019

- 2019–2020 Working Budget
- 2019–2020 Statement of Revenue and Expenditures
- 2019–2020 Investment Report

In the absence of 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

The President did not present a special report.

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

Library of Things: Trustee Russo reported that he recently borrowed a hotspot from the Library, one of the latest additions to the Library of Things. He expressed his appreciation for this new and exciting option for patrons. A total of 10 hotspots were purchased for circulation using Per Capita Grant funds.

Books Between Bites: Director Scheetz recognized Trustee Russo for his outstanding presentation at “Books Between Bites” (Thursday, 16 January 2020) on *Killer Stuff and Tons of Money: Seeking History and Hidden Gems in Flea-Market America*, by Maureen Stanton, which was attended by 70 people.

10. **Correspondence and Communications**

There were no additional items of correspondence and communications.

11. **Director’s and Librarians’ Reports:** November–December 2019

- **Statistical Reports**

The following monthly and year-to-date reports were in the Board packet: Circulation, Library Usage / Reciprocal Borrowing, and Acquisitions.

- **Other Highlights**

PechaKucha Night™ Batavia [reported Director Scheetz] will travel “Beyond Language” at its new venue (Shannon Hall at Eastside Community Center) on Thursday, 30 January 2020.

Trivia Bee for Literacy: Director Scheetz announced that that annual Trivia Bee for Literacy, presented by Literacy Volunteers Fox Valley, is scheduled for Saturday, 21 March 2020, at FONIA International Inc. The Library’s team, the Know-It-Owls, is ready to compete.

Default Pickup Location for St. Charles Public Library: In a gesture of neighborly support, Director Scheetz reported that Batavia will serve as the temporary default holds pickup location for the St. Charles Public Library when St. Charles relocates to Haines Middle School (February–March 2020) in anticipation of its upcoming construction project. Discussion followed.

- **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.

She identified a number of scenarios to clarify how (and where) people are counted as part of the 2020 Census. Discussion followed.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on Winter Library Club for children and families, for which this year’s theme is Polar-Palooza, and the Science and Art Fair (on Saturday, 25 January 2020).

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on hotspots; the new subscription to the expanded Tutor.com Learning Suite; One Book, One Batavia 2020; and the Winter Reading Club for adults and teens.

In addition, she announced that the 50th event in the New Lyceum Lecture Series (sponsored by the Batavia Public Library Foundation) is scheduled for Monday, 17 February 2020. Nick Sarillo, founder and chief executive officer, Nick's Pizza & Pub and The Trust & Track Institute, and two-time TEDx speaker, will describe "How to Build a Big Little Business—with Purpose!"

Director Scheetz noted that Sarillo will assist the Library in developing a written statement of purpose in support of Goal E-1 of the Annual Goal Plan for Library Director (2019-2020).

In response to a question from Trustee MacKenzie, discussion followed on plans to promote the Tutor.com Learning Suite.

12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** Trustee Garrett presented a brief report on the work of the Standing Committee on Facilities, the packet for which was distributed to the Board.

Trustee Garrett noted that the Facilities Committee reviewed the Illinois Equitable Restrooms Act, as amended and determined that the Library currently complies with the Illinois Equitable Restrooms Act. However, as a future consideration, the Committee supported the idea of family restrooms and/or multiple-occupancy, gender-inclusive restrooms for public use.

- b. **Standing Committee on Finance:** There was no meeting in January.
- c. **Standing Committee on Outreach:** Trustee MacKenzie 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 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.

Trustee Smith commended Director Scheetz and Lisa M. Moore, the Library's Human Resources Manager, for a fine report on the development of a revised Salary Schedule for each of the next five years as part of the Transition Plan related to the amended Minimum Wage Law.

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

In addition, the Winter 2020 edition of *Among Friends: Newsletter of the Friends of the Batavia Public Library* was included in the Board packet.

- 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 distributed at the meeting.

13. **Kane County Bike-Share System** (Kane County Division of Transportation / Koloni Inc.) (Standing Committee on Facilities)

Trustee Smith stated that the purpose of this agenda item was to review the Kane County Bike-Share System and ultimately approve a proposal for the Library to participate at some level.

Director Scheetz noted that this green initiative relates to Speak Up! Recommendation 2–3 (Respond to changing service and technology needs).

Trustee Garrett presented an overview of the project (as a supplement to the report that was included in the Board packet).

She noted that, for the Library to participate in the project launch and receive a first-year grant from Kane County, the Board of Library Trustees would need to vote in January to participate in the project.

A lively discussion ensued on a wide range of topics related to the development, operation, and maintenance of the Kane County Bike-Share System and its economic feasibility for the Library.

Director Scheetz expressed support for the bike-share program with the proviso that the Library participate on a break-even basis insofar as possible. He then reported that, since the Facilities Committee meeting, he reached out to three different agencies in search of an advertising broker to find sponsorships for each bicycle. Unfortunately, all three agencies reported that they do not provide that particular service. Discussion followed.

In response to a comment by Trustee Russo, discussion followed on the minimum age (18+ years old) required to rent a bicycle.

In response to a question from Trustee Culotta, discussion followed on whether the Library should participate in Year 1 by hosting a station only, without bicycles.

The consensus of the Board of Library Trustees did not favor participation in the Kane County Bike-Share System as a full partner (that is, purchasing bicycles) in Year 1, primarily due to cost and the staff resources required to solicit advertising to offset the annual investment.

Further, the consensus of the Board of Library Trustees supported participation in the Kane County Bike-Share System in other ways.

Motion by Trustee Garret to not participate as a full partner in Year 1 of the Kane County Bike-Share System—that is, to not purchase bicycles—and to authorize Director Scheetz to pursue the following initiatives:—

- Host a station (without bicycles) in 2020; or
- Host a station (with bicycles) on behalf of another agency (such as the City of Batavia) in 2020; and
- Investigate whether the Library may participate as a full partner (with bicycles) in Year 2 (2021).

Seconded by Trustee Larson. 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. *ALA Midwinter Meeting (Philadelphia), Friday–Tuesday, 24–28 January 2020*
- b. *Lincoln’s Birthday, Wednesday, 12 February 2020, Library Open [I]*
- c. *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]*
- d. **Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- e. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 2 March 2020, Library Open [I]*
- f. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 8 March 2020*
- g. *Freedom of Information Day, Monday, 16 March 2020 — 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*
- h. **Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- i. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- j. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*
- k. *Good Friday, Friday, 10 April 2020, Library Open [I]*
- l. *Easter, Sunday, 12 April 2020, Library Closed*
- m. *National Drop Everything and Read (D.E.A.R.) Day, Sunday, 12 April 2020 — 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.]*
- n. *National Library Week (63rd Annual Observance, 1958–2020), Sunday–Saturday, 19–25 April 2020 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2020 Theme: “Find Your Place at the Library”*
- o. **Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- p. *Preservation Week (11th Annual Observance), Sunday–Saturday, 26 April–2 May 2020 — launched by the Association for Library Collections & Technical Services (ALCTS) in 2010 to celebrate collecting and preservation on the community level and highlight local institutions as a source of preservation information*

- q. *Children’s Book Week (102nd Annual Observance), Monday–Sunday, 27 April–3 May 2020 — “A great nation is a reading nation.”—Melcher [Note: Verify dates; now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- r. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Thursday, 30 April 2020 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- s. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- t. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- u. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- v. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- w. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- x. *ALA Annual Conference (Chicago), Thursday–Tuesday, 25–30 June 2020*
- y. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
- z. *Independence Day, Saturday, 4 July 2020, Library Closed*

16. **Adjournment**

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

Trustee Smith declared the regular meeting of the Board of Library Trustees adjourned at 8:09 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary