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## MINUTES

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

#### *Committee of the Whole Meeting*

Thursday • 4 March 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

#### 1. Call to Order

Trustee Smith called the Committee of the Whole meeting to order at 6:00 p.m. and read the following statement.

*This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor Pritzker pursuant to "COVID-19 Executive Order No. 5" (16 March 2020) and by the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20).*

*Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement.*

#### 2. Call the Roll

Trustee Russo read the following statement.

*Pursuant to the aforementioned Government Emergency Administration Act, please note that a roll call vote is now required for all motions. Further, as I call the roll, please verify that you can hear one another and can hear all discussion and testimony.*

**Trustees Present via Electronic Means:** Diane L. Blodgett, Elizabeth P. Larson, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

**Trustees Absent:** Jennifer M. Culotta and Katherine A. Garrett

**Staff Members Present (or Registered) via Electronic Means:** Director George H. Scheetz, Michele M. Domel, Kerry K. Halter, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, and Joanne C. Zillman

**Visitors Present via Electronic Means:** Marianne E. Fasano, Alexandra Larson, and Anthony LoBello, AIA, business development director, Sheehan Nagle Hartray Architects

3. **Comments from the Audience**

There were no comments from the audience.

4. **Approve the Agenda**

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

Motion by Trustee Smith to approve the agenda, as presented. Seconded by Trustee Larson. Roll Call: Trustee Blodgett, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5-0, with two members absent.

5. **Approve the Minutes**

a. Committee of the Whole Meeting, Thursday, 4 February 2021

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

Motion by Trustee Smith to approve the minutes of the Committee of the Whole Meeting, as presented. Seconded by Trustee Blodgett. Roll Call: Blodgett, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5-0, with two members absent.

b. Closed Session, Thursday, 4 February 2021

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

Motion by Trustee Smith to approve the minutes, as presented. Seconded by Trustee MacKenzie. Roll Call: Blodgett, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5-0, with two members absent.

6. **Bylaws of the Board of Library Trustees, Part 1: Committee Structure/Committee of the Whole**  
(Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was to provide an opportunity for the Board to discuss (1) whether to permanently establish a Committee of the Whole and (2) whether to maintain the four traditional standing committees as sub-committees of the Committee of the Whole.

Director Scheetz noted that a Committee of the Whole is composed of the entire membership of a legislative body, sitting in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting legislative action.

Based on a conversation with Laura M. Newman, Batavia's City Administrator, Trustee Smith reported that the City Council currently conducts two Committee of the Whole meetings each month and has not abolished its previous committee structure.

Trustee Smith observed that the Board has conducted regularly scheduled Committee of the Whole meetings on a trial basis since January 2021.

A lively discussion ensued on a variety of topics, including but not limited to the following issues.

- Advantages and disadvantages of the Committee of the Whole structure and the current committee structure
- Efficient and effective meeting management, including the importance of identifying agenda items for the Committee of the Whole in a prudent, creative, and judicious manner
- The importance of deliberation by the Trustees and the need for deep, rich conversations
- Ongoing evaluation of the Committee of the Whole structure
- The need, however occasional, for a more in-depth review of issues (such as in the context of breakout groups, ad hoc committees, or the current structure of standing committees)
- The value of “subject-matter experts,” either as individual Trustees or as standing committees
- The Open Meetings Act

Director Scheetz expressed an appreciation for the efficiency of the Committee of the Whole structure and supported the ability to conduct separate, individual committee meetings as needed. He likened the concept as the best of both worlds. Discussion followed.

The consensus of the Committee supported (1) continuing to meet as a Committee of the Whole and (2) maintaining the four traditional standing committees as “subject-matter experts.”

Further, the consensus of the Committee was that the standing committees, which may function more-or-less as sub-committees of the Committee of the Whole, will meet as needed, as determined by the individual committee chairs and Director Scheetz.

Director Scheetz noted that changes to the committee structure ultimately will be incorporated in the revised bylaws, which will provide further opportunities for discussion and review.

7. **Self-Appraisal for Board of Library Trustees** (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was for the Board of Library Trustees to review the results of the self-appraisal process.

**Results of Self-Appraisal Process**

Trustee Smith reported that a compilation of the survey results was distributed to the Board of Library Trustees in advance of the meeting. Further, two goals (for the Trustees) were identified as a result of the process:—

1. **Efficient Meetings:** To continue making meetings more efficient, and
2. **Succession Plan:** To develop a succession plan (or a policy on succession) for key positions in the Library’s personnel complement.

Discussion followed.

Trustee Russo was impressed by how much information the Board was able to obtain from a quick, efficient survey form, in minimal time. He expressed support for the goals and observed that the results of the self-appraisal process indicated that the Board is moving in the right direction.

Trustee Smith stated that “we have a well-run Library and an effective Board of Trustees, but there is always room for improvement.”

The consensus of the Committee supported the goals, as presented.

#### Frequency of Self-Appraisal

In response to a question from Trustee Larson, who saw value in the process, discussion followed on how often to conduct the self-appraisal.

Trustee Smith proposed that the Board conducted a self-appraisal biennially (or every two years), which would allow new Trustees nearly two full years of experience before participating in the process. Discussion followed.

The consensus of the Committee supported conducting a self-appraisal process every two years.<sup>1</sup>

#### 8. **Architectural Services** (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was to select up to three broadly stated, open-ended, big-picture questions to supplement the statement of qualifications for architectural services and enhance the selection process.

Director Scheetz reported that, at the time that the selection process for architectural services was postponed to Spring 2021, the decision was made to modify the process by asking applicants to respond to (essay) questions related to the impact of “the time of coronavirus” on library services and (especially) library design.

Director Scheetz noted that the Board of Library Trustees and the Library’s Leadership Team were provided with several “Resources for Inspiration” and invited to submit questions—or ideas for questions—to supplement the statement of qualifications for architectural services, which resulted in the following suggestions for questions.

1. *What is your approach to updating the spaces in a neo-classical building to maximize flexibility while respecting the building’s original design and character?*
2. *What do workspaces look like in a post-pandemic world and what is your approach to incorporating that vision into your architectural design?*
3. *Batavia Public Library’s “new building” is nearly 20 years old and its Master Plan—the basis for the Library’s Capital Asset Study and several current capital projects—was originally developed several years ago. What is your approach to integrating (and balancing) emerging trends and existing capital needs to serve the Library’s mission effectively for the next 20 years?*
4. *How has your firm modified its design approach (or philosophy) to accommodate COVID-19 safety requirements in libraries, yet still adapt to the changing service needs of libraries?*

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<sup>1</sup>Note: For future reference, based on this direction, the next self-appraisal process for the Board of Library Trustees will take place during the 1st quarter of 2023, prior to the Consolidated Election.

5. *The pandemic has generated interest in using outdoor spaces in creative new ways. Batavia Public Library is fortunate to have a large, interesting site. What are your ideas for using such outdoor spaces?* → Note: While this interesting question is outside the current scope of work, it may provide an opportunity for the architects to showcase their approach to creative design—and may inspire future projects for the Library.

A lively discussion ensued on the suggested questions (above), the extent to which they complement the Speak Up! Community Engagement Recommendations, and their perceived ability to draw out each architect's design philosophy.

The consensus of the Committee supported question 1, question 3, and a blend of questions 2 and 4, and authorized Director Scheetz to proceed.

#### *Supplementary Questions*

*Question 1—What is your approach to updating the spaces in a neo-classical building (such as Batavia's) to maximize flexibility while respecting the building's original design and character?*

*Question 2—What do workspaces look like in a post-pandemic world and how has your firm modified its approach (or philosophy) to incorporate that vision into your architectural design?*

*Question 3—Batavia Public Library's "new building" is nearly 20 years old and its Master Plan—the basis for the Library's Capital Asset Study and several current capital projects—was originally developed several years ago. What is your approach to integrating (and balancing) emerging trends and existing capital needs to serve the Library's mission effectively for the next 20 years?*

No further action by the Board of Library Trustees is required.

Director Scheetz expressed his appreciation to the Trustees for their input.

#### 9. **Working Budget for 2021–2022** (Standing Committee on Finance)

Trustee Smith stated that the purpose of this agenda item was to affirm guidelines and a timeline for the Working Budget for 2021–2022.

##### Guidelines

As the process of preparing next year's budget begins on the staff level, Director Scheetz and H. Joseph McKane, the Library's Finance Specialist, requested a review and/or affirmation (or revision) of the following guidelines:—

- **Books and Other Materials:** Develop a budget for books and other materials, contingent upon available revenue

Note: The new, 2019 standards include the following statement: "The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons." (Collection Management Standard 1)

- **Salary Issues:** Use a basis in the range of 2.0% to 3.0% to calculate the Special Adjustment (in lieu of merit pay) to implement "Minimum Wage Law: Transition Plan for Year 3"

- **Personnel Complement:** Budget for additional staff positions and/or hours using options identified in the Staffing Assessment, contingent upon available revenue
- **Reserve Funds:** The guideline on Reserve Funds (as adopted in February 2019) states, “Budget 4.0% of the revenues in the Library Fund for the Special Reserve Fund or the following amounts, whichever are higher:—
  - “Fiscal Year 2020–2024: Budget \$600,000 for Special Reserve Fund
  - “Fiscal Year 2025—: Budget \$300,000 for Special Reserve Fund”
- **Overall:** Make a good faith effort to control expenditures and improve revenues without diminishing the overall quality of service

Trustee Smith reported that Trustee Culotta, as chair of the Standing Committee on Finance, reviewed the proposed guidelines and expressed support for them.

Director Scheetz asked whether the Committee would like to add any other guidelines. There were no additional guidelines.

In response to a question from Trustee Larson, discussion followed on expenses related to COVID-19 for supplies and equipment, as well as grants received by the Library for such expenses.

The consensus of the Committee supported the guidelines, as presented.

Director Scheetz stated the Library Accountant / Finance Specialist would prepare the Working Budget in accordance with these guidelines.

He reminded the Trustees that the Working Budget for 2021–2022 was subject to revision (and recommendation of approval to the Board of Library Trustees) by the Committee of the Whole, as well as final approval by the Board of Library Trustees.

#### Process Timeline

The Trustees reviewed the following timeline:—

- 4 March 2021—Review guidelines by Standing Committee on Finance / Committee of the Whole
- 8 April 2021—Review preliminary proposed budget (based on availability of the Tax Computation Report from Kane County)
- 6 May 2021—Review final proposed budget (and recommend to the Board of Library Trustees) by Standing Committee on Finance / Committee of the Whole
- 18 May 2021—Present budget to Board of Library Trustees for approval

The consensus of the Committee supported the proposed timeline.

No further action is required at this time by the Board of Library Trustees, which will take action on the Working Budget in June.

Trustee MacKenzie left the meeting at 6:45 p.m.

10. **Technology Advisory Committee** (Standing Committee on Facilities)

Trustee Smith stated that the purpose of this agenda item was to provide an opportunity to explore the purpose, need, makeup, and charge of a Technology Advisory Committee.

In the absence of the chair of the Standing Committee on Facilities, the consensus of the Committee of the Whole was to defer this agenda item to a future meeting.

The order of the agenda was suspended in order to complete the regular agenda items prior to the closed session.

12. **Comments from the Committee of the Whole**

**Discovery Kits:** Trustee Larson commended Youth Services for offering kits focused on science, technology, engineering, and mathematics (STEM), which are well-used and enjoyed by her daughter.

**Retrospective Review:** Trustee Smith presented a status report on the Retrospective Review.

**One Book, One Batavia:** Trustee Russo applauded the series of programs in support of One Book, One Batavia. He noted that that the virtual author visit (via Zoom) on Monday, 15 February 2021, which he attended, was well-received—and well-attended.

Stacey L. Peterson, the Library's Adult Services Manager, commended Librarian Kristin W. Schultz for producing a particularly strong series of One Book, One Batavia programs this year.

Peterson reported that Jason Fagone, the author of *The Woman Who Smashed Codes: A True Story of Love, Spies, and the Unlikely Heroine Who Outwitted America's Enemies*—the Library's One Book, One Batavia selection for 2021—drew an attendance of 100+ persons.

**Illinois Library Association Legislative Event:** Trustee Russo reported that he attended this year's West Suburban Library Legislative event, which took place (via Zoom) on Friday, 19 February 2021.

He observed that the event was a great opportunity for local legislators to meet with representatives from area libraries.

There were no additional comments from the Committee of the Whole.

13. **Future Agenda Items**

Director Scheetz noted that, in the absence of separate committee meetings, this report was provided for purposes of information and planning.

a. **Facilities Issues** (Trustee Garrett, *Chair*)

*The focuses of Facilities Issues are building & grounds, technology, and related policies and services. Such issues generally (but not exclusively) have an internal approach; that is, work is directed to the physical library and its campus.*

- Request for Proposals for a New Telephone System
- Architectural Services (March–April 2021)
- Walk the Property (May 2021)

- Technology Plan (May–June 2021)

Director Scheetz reported that the Technology Plan was postponed while the Electronic Services Coordinator is on a leave of absence.

- Independent Technology Audit
- Wi-Fi System
- Technology Advisory Committee
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

b. **Finance Issues** (Trustee Culotta, *Chair*)

*The focuses of Finance Issues are budget & finance and related policies and services.*

- Policy on Fines and Fees (April 2021)
- Note: A comprehensive annual schedule of future agenda items was included in the Committee packet for purposes of information and planning.

c. **Outreach Issues** (Trustee MacKenzie, *Chair*)

*The focuses of Outreach Issues are marketing & public relations, community engagement, art, and related policies and services, and Recognition as a Library Leader. Such issues generally (but not exclusively) have an external approach; that is, direct service to users and the community.*

- Recognition as a Library Leader
- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Telephone for Public Use

d. **Policy Issues** (Trustee Smith, *Chair*)

*The focuses of Policy Issues are human resources, related policies and services, strategic planning, and general policies.*

- Library Plan for Implementation of Amended Minimum Wage Law, Year 3
- Retrospective Review of the Temporary Closure in Relation to COVID-19 Crisis
- Annual Goal Plan for the Library Director for July 2021–June 2022
- Bylaws of the Board of Library Trustees
- Library Café

In response to a question from Trustee Smith, discussion followed on the “Request for Proposals for the Operation of a Café at the Batavia Public Library.”

- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- Organizational Identity: Statement of Vision
- Standards for Illinois Public Libraries → DEFERRED INDEFINITELY
- Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
- Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
- Policy on Leave of Absence without Pay
- Policy on a Safe and Healthful Workplace

The order of the agenda was restored.

11. **A closed session** for “The selection of a person to fill a public office, . . .,” as authorized by 5 ILCS 120/2(c)(3)

Motion by Trustee Smith to enter closed session for the purpose stated. Seconded by Trustee Russo. Roll Call: Trustee Blodgett, aye; Trustee Larson, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 4–0, with three members absent.

The Committee of the Whole entered closed session at 6:57 p.m.

The Committee of the Whole returned to open session at 7:28 p.m.

14. **Next Meetings or Events**

- a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*
- b. *Freedom of Information Day, Tuesday, 16 March 2021 — 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*
- c. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- d. *Good Friday, Friday, 2 April 2021, Library Open [1]*
- e. *Easter, Sunday, 4 April 2021, Library Closed*
- f. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
- g. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
- h. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
- i. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- j. *National Drop Everything and Read (D.E.A.R.) Day, Monday, 12 April 2021 — 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 now promote D.E.A.R. as a month-long event in April.]*
- k. *National Library Week (64th Annual Observance, 1958–2021), Sunday–Saturday, 4–10 April 2021 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2021 Theme: “Welcome to Your Library”*
- l. *Deadline for Nominations for Recognition as a Library Leader (in odd-numbered years, the third Monday in April), Monday, 19 April 2021*

*m. Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*

15. **Adjournment**

Motion by Trustee Larson to adjourn the meeting. Seconded by Trustee Russo. Roll Call: Trustee Blodgett, aye; Trustee Larson, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 4-0, with three members absent.

Trustee Smith declared the Committee of the Whole meeting adjourned at 7:29 p.m.

Respectfully submitted,

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Jo Ann Smith  
President

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Daniel R. Russo  
Secretary