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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 15 June 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Russo called the regular 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 the Government Emergency Administration Act (Public Act 101–0640; 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. **Pledge of Allegiance to the Flag**

3. **Call the Roll**

Trustee Fasano 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: Jennifer M. Culotta, Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, Kathryn L. Hubbard (arrived at 6:19 p.m.), Elizabeth P. Larson, and Daniel R. Russo

Trustees Absent: None

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

Visitors Present via Electronic Means: Jo Ann Smith and Raymond D. Smith

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Russo read the consent agenda.

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

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

a. **Minutes**

- (1) Closed Session, Thursday, 4 March 2021
- (2) Committee of the Whole Meeting, Thursday, 6 May 2021
- (3) Regular Meeting, Tuesday, 18 May 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): May 2021, including General Fund Checks (2763–2822) in the amount of \$359,754.63, Online Debit Charges in the amount of \$44,331.55, and Payroll Checks & Taxes in the amount of \$157,515.38, for a grand total of \$561,601.56 in expenditures.

c. **Other Action Items**

- (1) An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2021–2022 (ORDINANCE 2021–003) (Standing Committee on Policy / Committee of the Whole)
- (2) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40) (ORDINANCE 2021–004) (Standing Committee on Finance / Committee of the Whole)
- (3) A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2022” (Illinois State Library) (RESOLUTION 2021–004) (Standing Committee on Policy / Committee of the Whole)
- (4) Personnel Complement Detail and Authorized Personnel Strength (Standing Committee on Policy / Committee of the Whole)
- (5) Book Supports (Interiors for Business Inc. / Aurora Storage Products Inc.) (Standing Committee on Facilities / Committee of the Whole)

Seconded by Trustee Larson. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

6. **Approve the Agenda**

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

Motion by Trustee Fasano to approve the agenda, as presented. Seconded by Trustee Ford. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent

7. **A Resolution Recognizing and Honoring Jo Ann Smith as a Library Leader** (Special Committee on Recognition as a Library Leader) RESOLUTION 2021–005

Trustee Russo stated that the purpose of this agenda item was to report on the work of the Special Committee on Recognition as a Library Leader and to recommend approval of a Resolution to honor the recipient of this award.

Trustee Larson, on behalf of the Special Committee and the Board of Library Trustees, was honored to announce the selection of Jo Ann Smith as a Library Leader.

Trustee Larson provided background information on Recognition as a Library Leader, then proceeded to read the Resolution (which see) into the record.

Jo Ann Smith expressed her appreciation to the Board of Library Trustees for the honor it bestowed upon her and shared a personal story about her Batavia Public Library journey.

Trustee Hubbard joined the meeting at 6:19 p.m.

Motion by Trustee Larson to approve “A Resolution Recognizing and Honoring Jo Ann Smith as a Library Leader” (Resolution 2021–005), as presented. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

Trustee Russo shared a delightful anecdote about Jo Ann’s relentless pursuit of James L. Swanson, author of *Manhunt: The 12-Day Chase for Lincoln’s Killer*, to visit Batavia as part of One Book, One Batavia. He observed that Jo Ann’s enthusiasm and passion for the Library were infectious and described her as an inspirational leader.

Jo Ann Smith and Raymond D. Smith left the meeting at 6:21 p.m.

8. **Financial Reports**

a. **Financial Reports: May 2021**

- 2020–2021 Working Budget
- 2020–2021 Cash & Investments

In the absence of H. Joseph McKane, the Library’s Finance Specialist, Director Scheetz provided several highlights and asked whether there were any questions regarding the financial reports, which were included in the Board packet.

In response to a question from Trustee Russo, Director Scheetz explained in more detail the purpose of the Special Reserve Fund.

b. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2021–2022”**

Trustee Russo noted that a copy of the Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2021–2022” was included in the Board packet.

Trustee Culotta explained the purpose of the appropriation process. Discussion followed.

Director Scheetz described the Annual Budget and Appropriation process, which is followed later in the year by the Annual Levy process. Discussion followed.

Director Scheetz reported that a notice was scheduled to appear in the *Kane County Chronicle* on Thursday, 17 June 2021, and the tentative form of the Ordinance was available for public inspection in the Business Office and at the Reference Desk on and after Friday, 11 June 2021. A public hearing will be held on Tuesday, 20 July 2021, after which the Board will adopt the Ordinance.

Director Scheetz commended McKane for his work on the Annual Budget and Appropriation.

9. **President’s Report**

• **Committee of the Whole**

Trustee Russo presented a summary of the Committee of the Whole meeting on Thursday, 3 June 2021. (For details, see the Committee of the Whole minutes.)

In addition, the Standing Committee on Facilities and the Standing Committee on Policy are scheduled to meet on Tuesday, 29 June 2021.

• **Annual Meeting, Batavia Tax Increment Finance (TIF) Joint Review Board**

Trustee Russo reported that he and Director Scheetz would attend the Annual Meeting of the Joint Review Board on Wednesday, 23 June 2021.

• **Batavia Chamber of Commerce**

Trustee Russo noted that he and Director Scheetz attended the Inspire event on Thursday, 20 May 2021, which celebrates the Batavia Citizen of the Year and Ole awards.

• **Appoint two (2) trustees (other than Secretary to perform audit of Secretary’s records on or before September 1, as required by 75 ILCS 16 / 30–65 (c):** Trustee Russo reported that two Trustees (other than the Secretary) were needed to conduct the annual Secretary’s Audit.

Trustee Ford and Trustee Larson agreed to carry out this assignment.

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

Trustee Ford presented highlights from the Friends of the Batavia Public Library. The Friends Board met on Wednesday, 2 June 2021.

11. **Correspondence and Communications**

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports: May 2021**

Director Scheetz noted that written reports were included in the Board packet. At the Board's request, there were no oral reports at the meeting.

13. **A Resolution Adopting a "Policy on Face-Coverings"** (Standing Committee on Policy / Committee of the Whole)

Trustee Russo stated that the purpose of this agenda item was to revise and update the "Policy on Face-Coverings."

Director Scheetz presented an overview of the "Policy on Face-Coverings," as amended.

He stated that, as the State of Illinois enters Phase 5 of the "Restore Illinois" plan (in June 2021), "with new health and hygiene practices permanently in place," there is a continuing need for a policy statement. A lively discussion followed.

Director Scheetz reported that one significant change in the updated policy was to authorize the Library Director to establish administrative rules and regulations under which face-coverings are optional for employees who are fully vaccinated. Discussion followed.

In response to a question from Trustee Culotta, discussion followed on employees' level of comfort with the proposed changes. In summary, there are several, often disparate, points of view among employees.

The consensus of the Board supported the "Policy on Face-Coverings," as amended.

Motion by Trustee Hubbard to approve the "Policy on Face-Coverings," as amended. Seconded by Trustee Fasano. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7-0.

14. **Future Agenda Items**

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

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 Larson to enter closed session for the purpose stated. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7-0.

The Board entered closed session at 6:58 p.m.

The Board returned to open session at 7:35 p.m.

16. **Unpaid Leave of Absence**

The “Personnel Handbook” of the Batavia Public Library states, “Any permanent employee who, for any reasonable purpose, desires to secure leave from regular duties may be granted a special leave of absence without pay. Leaves of three months or less may be granted by the Director. Leaves over three months may be granted only by the Library Board. Said leaves may be extended if, in the opinion of the Director and Library Board, such leave is justified.”

Motion by Trustee Larson to authorize the Library Director to extend, by 90 days, an unpaid leave of absence for T. Ross Valentine. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

17. **Next Meetings or Events**

- a. *ALA Annual Conference & Exhibition (Virtual), Wednesday–Tuesday, 23–29 June 2021*
- b. *Independence Day, Sunday, 4 July 2021, Library Closed*
- c. *Independence Day (Observed), Monday, 5 July 2021, Library Closed [F]*
- d. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- f. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- h. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed*
- i. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- j. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- k. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- l. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

m. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021

n. Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means

18. **Adjournment**

Motion by Trustee Culotta to adjourn the meeting. Seconded by Trustee Fasano. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

Trustee Russo declared the regular meeting of the Board of Library Trustees adjourned at 7:39 p.m.

Respectfully submitted,

Daniel R. Russo
President

Marianne E. Fasano
Secretary