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## MINUTES

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

#### *Committee of the Whole Meeting*

Thursday • 9 September 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

#### 1. Call to Order

Trustee Russo called the Committee of the Whole meeting to order at 6:01 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 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. 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.*

**Committee Members Present via Electronic Means:** Jennifer M. Culotta, Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, Kathryn L. Hubbard, Elizabeth P. Larson, and Daniel R. Russo

**Committee Members Absent:** None

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

**Visitors Present via Electronic Means:** Paul Armstrong, chief information Officer, Webit Services Inc.; Anne K. Fabing and Colleen C. Fabing, owners, Flyleaf Bakery Café; and Thomas Weiman, practice leader, ClientFirst Technology Consulting / ClientFirst Consulting Group LLC

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3. **Comments from the Audience**

There were no comments from the audience.

4. **Approve the Agenda**

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

Motion by Trustee Hubbard to approve the agenda, as presented. 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.

5. **Approve the Minutes:** Committee of the Whole Meeting, Thursday, 5 August 2021

Trustee Russo stated that consideration of the minutes for Thursday, 5 August 2021, was deferred to a future meeting at the request of Director Scheetz.

6. **Telecommunications & Information Technology** (Standing Committee on Facilities)

a. **New Telephone System** (ClientFirst Consulting Group LLC)

Trustee Russo stated that the purpose of this agenda item was to present an overview of the selection process and a recommendation for a new telephone system.

Director Scheetz noted that this project is based, in part, on the Library’s Technology Plan and relates to the Library’s Capital Asset.

Director Scheetz reported that, at a special meeting on Tuesday, 1 December 2020, the Board of Library Trustees selected ClientFirst Consulting Services LLC, of Schaumburg, Illinois, as the Library’s consultant for the selection of a new telephone system.

Director Scheetz introduced Thomas Weiman, practice leader, ClientFirst Technology Consulting, who presented a detailed overview of the selection process, which resulted in three proposals.

- B&B Networks Inc., of West Chicago, Illinois, which proposed a system from Mitel Networks Corporation
- Telcom Innovations Group LLC, of Itasca, Illinois, which proposed a system from Mitel Networks Corporation
- Vertical Communications Inc., of Dublin, Ohio, which proposed cloud-based system from 8x8 Inc.

Weiman described the evaluation and assessment process, noted that the complementary project to upgrade network switches was pulled from the proposals (see Agenda Item 6 b), and recommended

the proposal from Telcom Innovations Group LLC for reasons of quality, performance, purchase price, and the lower cost of long-term maintenance. Discussion followed.

In response to a question from Trustee Larson, discussion followed on the life expectancy of cloud versus on-premises telephone systems.

Weiman stated that the new telephone system has a life expectancy of at least 10–12 years and will not become obsolete.

In response to a question from Trustee Russo, discussion followed on features found in the new telephone system that were not possible in the current telephone system.

In response to a question from Trustee Ford, discussion followed on other public libraries that have installed the same system (from Mitel Networks Corporation).

The consensus of the Committee of the Whole supported the proposal from Telcom Innovations Group LLC, as presented.

### Motion

Motion by Trustee Hubbard to recommend that the Board of Library Trustees

- (1) approve a proposal from Telcom Innovations Group LLC, of Itasca, Illinois, for a new telephone system (manufactured by Mitel Networks Corporation), as presented;
- (2) authorize Director George H. Scheetz to execute a contract with Telcom Innovations Group LLC for this purpose in the amount of **\$48,395.00**; and
- (3) authorize Director Scheetz, in consultation with Trustee Andrew R. Deitchman, as chair of the Standing Committee on Facilities, to act on behalf of the Board of Library Trustees between meetings in relation to time-sensitive issues that may affect the installation of the new telephone system.

Seconded by Trustee Larson. 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 Committee requested Director Scheetz to include this item on the Consent Agenda.

Trustee Russo expressed the Committee's appreciation to Weiman.

b. **Upgrade Network Switches** (Webit Services Inc.) (ACTION ITEM) {ROLL CALL VOTE}

Trustee Russo stated that the purpose of this agenda item was to recommend for approval a proposal from Webit Services Inc. for a project to upgrade the Library's network switches.

Director Scheetz noted that this project is based, in part, on the Library's Technology Plan and relates to the Library's Capital Asset Study and Speak Up! Recommendation 3–3, "Maintain the community's investment in the Library building and site by systematically planning to address long-term maintenance needs."

Director Scheetz observed that the new telephone system is contingent (and completely dependent) upon the successful completion of this project to upgrade the Library's network switches.

Director Scheetz introduced Paul Armstrong, chief information officer, Webit Services Inc., who presented a detailed proposal to upgrade the Library's network switches. In summary:—

*Challenges*

- The current network switches do not meet the minimum requirements of the new telephone system.
- The configuration and age (10 years) of the current network switches have caused outages in the past and will do so again in the future.

*Solution*

- Replace all network switches; life expectancy of 5–7 years.
- New network switches would allow for a 50% growth in the Library's network.

*Timeline*

- Project must be completed prior to installing the new telephone system.
- The target date is the 4th quarter (October–December) 2021.

*Investment*

- Hardware—\$34,213.79 (one-time cost)
- Labor—\$6,825.00 (one-time cost)
- Warranty and Support—\$1,995.31 (annual cost)

A lively discussion ensued.

As a best practice, Armstrong stated that new network switches are recommended, regardless of the new telephone system.

In response to a question from Director Scheetz, discussion followed on the specifications and cost of the network switches.

Motion by Trustee Deitchman to recommend that the Board of Library Trustees

- (1) approve a proposal from Webit Services Inc., of Naperville, Illinois, for a project to upgrade the Library's network switches, as presented;
- (2) authorize Director George H. Scheetz to execute an agreement with Webit Services Inc. for this purpose in the amount of **\$43,034.10**; and
- (3) authorize Director Scheetz, in consultation with Trustee Andrew R. Deitchman, as chair of the Standing Committee on Facilities, to act on behalf of the Board of Library Trustees between meetings in relation to time-sensitive issues that may affect the installation of the network switches.

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.

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

Trustee Russo expressed the Committee's appreciation to Armstrong.

7. **Roof Repair** (NIR Roof Care Inc.) (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to review and recommend the approval of a proposal from NIR Roof Care Inc., of Huntley, Illinois, for roof repair services.

Director Scheetz noted that this project is based, in part, on the Library's Master Plan and relates to the Library's Capital Asset Study and Speak Up! Recommendation 3-3, "Maintain the community's investment in the Library building and site by systematically planning to address long-term maintenance needs."

Director Scheetz stated that, as of July 2021, the roof systems have a current life expectancy of 5-7 years. He noted that a repair proposal, including an inspection report (with photographs), was included in the Committee packet. Discussion followed.

In response to questions from Trustee Fasano and Trustee Hubbard, discussion followed on the roof systems and the Library's relationship with NIR Roof Care Inc.

Director Scheetz reported that the roof systems are original. He stated his understanding that the Library has worked with NIR Roof Care Inc., of Huntly, Illinois, for inspection and repair services since "the new building" opened in 2002 and has a high level of confidence in its work.

Motion by Trustee Deitchman to recommend that the Board of Library Trustees approve a proposal from NIR Roof Care Inc., of Huntley, Illinois, in the amount of \$7,230.67, as presented. 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.

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

8. **Architectural Services** (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to review a recommendation from the Standing Committee on Facilities vis-à-vis the acceptance of a proposal from Sheehan Nagle Hartray Architects Ltd., of Chicago, Illinois, for architectural services.

Director Scheetz noted that this project fulfills Goal F-1 of the Annual Goal Plan for the Library Director (2019-2020), Objective (a), "Select architect."

Further, this project is based, in part, on the Library's Master Plan and relates to the Library's Capital Asset Study and Speak Up! Recommendation 2-4, "Explore opportunities to repurpose existing spaces to meet changing needs."

Director Scheetz reported that, at its meeting on Thursday, 2 September 2021, the Standing Committee on Facilities approved the following motion.

*Part 1: To rescind the recommendation regarding Product LLC doing business as Product Architecture + Design; and*

*Part 2: To (a) recommend that the Board of Library Trustees accept a proposal from Sheehan Nagle Hartray Architects Ltd., of Chicago, Illinois; and (b) authorize Director Scheetz (in collaboration with the Library's general counsel) to negotiate an agreement with Sheehan Nagle Hartray Architects Ltd. for approval by the Board of Library Trustees.*

Director Scheetz noted that Part 1 is a procedural matter for the Standing Committee on Facilities and requires no further action. If the Committee of the Whole wishes to revise Part 2, then a new motion is required. Otherwise, the recommendation to accept a proposal from Sheehan Nagle Hartray Architects Ltd. will go to the Board of Library Trustees (on the Consent Agenda) for approval.

Director Scheetz yielded the floor to Trustee Deitchman as chair, Standing Committee on Facilities.

Trustee Deitchman presented an overview of the selection process, the initial results, and the subsequent findings, which led to a question of confidence. A lively discussion ensued.

In response to a question from Trustee Hubbard, discussion followed on the selection process.

Director Scheetz reported that the Library originally received 11 statements of qualifications, after which the Library issued a series of Supplemental Questions to gather more information. Unfortunately, one local firm did not reply to the Supplemental Questions and thus removed itself from further consideration.

In response to a question from Trustee Culotta, discussion followed on the maximum fee for Phase One services (\$40,000).

The consensus of the Committee of the Whole supported the recommendation of the Standing Committee on Facilities, which would go to the Board of Library Trustees for approval. As noted previously, no further action was required by the Committee of the Whole.

Trustee Russo expressed his appreciation to the gathered assembly for a good discussion and gave kudos to Trustee Deitchman for leading a thoughtful process and looking out for the Library's best interests.

Trustee Deitchman gave kudos to the staff team for its investment in the project.

9. **A Lease for the Operation of a Café at the Batavia Public Library** (Flyleaf Bakery Café LLC)  
(Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend for approval a new lease with Flyleaf Bakery Café LLC, of St. Charles, Illinois.

Director Scheetz noted that the Flyleaf Bakery Café, owned and operated by Anne K. Fabing and Colleen C. Fabing, of St. Charles, Illinois, was selected as the result of a request for proposals (RFP) and subsequent interview process.

He reported that the proposed new lease was derived from the original lease developed by Attorney Roger A. Ritzman in 2005, which was revised and updated by Attorney Mark A. Ritzman, then reviewed and amended in collaboration with the proposed new lessee. Discussion followed.

Anne K. Fabing stated that she and her daughter are excited to launch their new business.

Motion by Trustee Larson to recommend that the Board of Library Trustees approve a new lease with Flyleaf Bakery Café LLC, 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.

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

10. **Policy on 3D Printing** (Standing Committee on Policy)

Trustee Russo stated that consideration of the “Policy on 3D Printing” was deferred to a future meeting at the request of Director Scheetz.

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

**It’s Pie!** Trustee Larson expressed her appreciation to Trustee Hubbard and Joanne C. Zillman, the Library’s Deputy Director / Youth Services Manager, for serving as judges at the recent Pie Bake-Off in support of the Batavia Mothers’ Club Foundation.

**Reception for Library Leader** (19 September 2021): Trustee Russo reminded everyone that the reception to recognize Jo Ann Smith as a Library Leader was scheduled for Sunday, September 19, at 2:00 p.m., in the Founders Room.

**Library Card Sign-Up Month:** Trustee Russo noted that September is Library Card Sign-Up Month and encouraged everyone to find something new at the Library.

**Mobile Application:** Trustee Culotta expressed enthusiasm for the SWAN mobile app and was excited to reserve books using her mobile telephone.

**Friends of the Batavia Public Library**

- Trustee Ford reported a change on the Friends Board, which (in August) elected Nicholas “Nick” Caltagirone as president to succeed to Carlene L. Hougen.
- Trustee Ford announced that the next Book Sale was scheduled in the FriendSpace on Saturday, 11 September 2021, with all new material.

12. **Future Agenda Items**

In the absence of separate committee meetings, this report is provided for purposes of information and planning.

a. **Facilities Issues** (Trustee Deitchman, *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.*

- Architectural Services (September 2021)
- Annual Schedule of Capital Projects (September–October 2021)
- Independent Technology Audit
- Technology Plan
- Walk the Property
- Wi-Fi System
- Proper Storage for Paintings and Other Works of Art when Not on Public Display
- Streetscape Project (City of Batavia): Water Street

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

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

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

c. **Outreach Issues** (Trustee Larson, *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.*

- Technology Advisory Group (TAG)
- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Telephone for Public Use
- Recognition as a Library Leader (April 2023)

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

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

- Annual Goal Plan for the Library Director for July 2021–June 2022 (September 2021)
- Minimum Wage Law: Transition Plan for Year 4 (October–November 2022)
- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Succession Plan / Policy on Succession
- Bylaws of the Board of Library Trustees
- Policy on Leave of Absence without Pay
- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- Organizational Identity: Statement of Vision
- Standards for Illinois Public Libraries → DEFERRED INDEFINITELY
- Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
- Policy on a Safe and Healthful Workplace
- Self-Appraisal for Board of Library Trustees (April 2022)
- Personnel Complement Detail and Authorized Personnel Strength (June 2022)

13. **Next Meetings or Events**

- Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*



- e. **Standing Committee on Policy, Thursday, 16 September 2021, 6:00 p.m., Meeting Will Take Place Via Electronic Means**
- f. **Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room**
- g. **Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- h. **Banned Books Week: Celebrating the Freedom to Read (40th Annual Observance, 1982–2021), Sunday–Saturday, 26 September–2 October 2021 — 2021 Theme: Books Unite Us. Censorship Divides Us.**
- i. **155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021**
- j. **TeenTober (formerly Teen Read Week™ in October and Teen Tech Week in March), October 2021 — launched in 2019 to celebrate teens and teen services in libraries**
- k. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- l. **Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]**
- m. **ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021**
- n. **Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- o. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- p. **Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021**
- q. **International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming**
- r. **Fall Children’s Book Week (since 2019), Monday–Sunday, 8–14 November 2021 — “A great nation is a reading nation.”—Melcher — 2021 Theme: Reading Is a Superpower [Note: In a story fraught with irony, the original Children’s Book Week was moved from November to May in 2008.]**
- s. **Veterans Day, Thursday, 11 November 2021, Library Open [F]**
- t. **Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- u. **Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.**
- v. **Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]**
- w. **Day after Thanksgiving, Friday, 26 November 2021, Library Open**

- x. *Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*
- y. *Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*

14. **Adjournment**

Motion by Trustee Culotta to adjourn the meeting. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; 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 Committee of the Whole meeting adjourned at 7:23 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary