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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 19 October 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 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, Christy L. Ford, Kathryn L. Hubbard (arrived at 6:04 p.m.), Elizabeth P. Larson, and Daniel R. Russo

Trustees Absent: None

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: Jamie L. Wilkey, partner, Lauterbach & Amen LLP

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Russo read the consent agenda.

Trustee Hubbard arrived at 6:04 p.m.

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

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

a. **Minutes**

- (1) Closed Session, Tuesday, 15 June 2021
- (2) Regular Meeting, Tuesday, 17 August 2021
- (3) Regular Meeting, Tuesday, 21 September 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): September 2021, including General Fund Checks (3032–3168) in the amount of \$549,663.88, Online Debit Charges in the amount of \$53,727.91, and Payroll Checks & Taxes in the amount of \$243,812.06, for a grand total of \$847,203.85 in expenditures

c. **Other Action Items**

- (1) An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2021–2022 (ORDINANCE 2021–007) (Standing Committee on Finance / Committee of the Whole)
- (2) A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy (RESOLUTION 2021–010) (Standing Committee on Finance / Committee of the Whole)
- (3) A Resolution Adopting a “Policy on 3D Printing” (RESOLUTION 2021–011) (Standing Committee on Policy / Committee of the Whole)
- (4) Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (Standing Committee on Finance)
- (5) Snow-Removal Services (Kozak Custom Landscapes Inc.) (Standing Committee on Facilities / Committee of the Whole)

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.

6. **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 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.

7. **Financial Reports**

a. **Financial Reports:** September 2021

- 2021–2022 Working Budget
- 2021–2022 Cash & Investments

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 none.

b. **Board Education:** “Governmental Accounting for Library Districts & Financial Reporting 101,” presented by Jamie L. Wilkey, partner, Lauterbach & Amen LLP

Wilkey gave an informative presentation, originally prepared for the Retreat in August, in which she was unable to participate for medical reasons.

Director Scheetz asked whether the café was considered an Enterprise Fund activity. Wilkey described the nature and purpose of an Enterprise Fund and noted that the café does not qualify as an Enterprise Fund activity.

c. **Annual Financial Report for the Year Ended 30 June 2021 (Independent Auditor’s Report and Financial Statements)**, presented by Jamie L. Wilkey, partner, Lauterbach & Amen LLP

Trustee introduced Jamie L. Wilkey, partner, Lauterbach & Amen LLP, to present the Independent Auditor’s Report and Financial Statement for 2020–2021.

Wilkey expressed her appreciation to McKane for his preparedness, thorough recordkeeping, and cooperation.

She reported that Lauterbach & Amen presented an unmodified opinion—its highest level; that is, the best opinion possible—regarding the financial position of the Batavia Public Library District. She then highlighted several sections of the Annual Financial report

Wilkey noted that there were no comments or recommendations in the Management Letter.

She described the “Management Discussion & Analysis” (MD&A) as an executive summary and a good overview of the Library’s financial position.

Wilkey asked whether there were any questions regarding the Annual Financial Report.

Trustee Culotta highlighted three sections for further discussion.

- “Current Recommendation” regarding the Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, which is applicable to the Library’s financial statements, effective with the current fiscal year (2021–2022).
- The review of Capital Asset activity, described in Note 3 on page 29.
- The transfer activity from the General Fund / Library Fund to the Special Reserve Fund, described in Note 3 on p. 30, which exceeded expectations.

There were no further questions or comments.

Wilkey left the meeting at 6:46 p.m.

8. **Architectural Services** (Sheehan Nagle Hartray Architects Ltd.) (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to recommend for approval an agreement with Sheehan Nagle Hartray Architects Ltd., of Chicago, Illinois, for architectural services.

Director Scheetz noted that the Board of Library Trustees, in September 2021, adopted a motion to

- (1) accept a proposal from Sheehan Nagle Hartray Architects Ltd., of Chicago, Illinois, for architectural services, as presented, and;
- (2) authorize Director Scheetz (in collaboration with the Library’s general counsel) to negotiate an agreement for Phase One services (as described in the request for qualifications and associated documents) with Sheehan Nagle Hartray Architects Ltd. for approval by the Board of Library Trustees.

He presented for approval an agreement (AIA Document B133–2019), as well as an Architect’s Rider and an Owner’s Rider, which were developed by the Library’s general counsel in collaboration with the architects and the construction manager.

Trustee Deitchman presented an overview of the agreement, as well as the fee schedule and project schedule. Discussion followed.

Motion by Trustee Deitchman to

- (1) authorize Director George H. Scheetz to execute an agreement (AIA Document B133–2019) with Sheehan Nagle Hartray Architects Ltd., of Chicago, Illinois, including an Architect’s Rider and an Owner’s Rider; and
- (2) 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 project.

Seconded by Trustee Ford. 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 remarked that this was the start of an exciting project.

9. **President's Report**

- **In Memoriam:** Trustee Russo noted that Gary James Paulsen (1939–2021), author of *Hatchet* (1986), *Dogsong* (1985), and *The Winter Room* (1989), passed away on October 13. Paulsen was an American writer of fiction for children and young adults, best known for coming-of-age stories. Children loved his books; he was an author who inspired children to read.

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

Annual Financial Report for the Year Ended 30 June 2021 (Independent Auditor's Report and Financial Statements): Trustee Culotta stated that the auditor's report was fantastic, a testament to the staff team. She and Trustee Hubbard gave kudos to H. Joseph McKane, the Library's Finance Specialist.

Batavia Mothers' Club Coat Drive: Trustee Larson reported that the Library (once again) served as a drop-off point for the annual Coat Drive. She expressed her appreciation for the Library's support.

National Friends of Libraries Week (17–23 October 2021): Lisa M. Moore, the Library's Human Resources Manager, observed that the Board meeting was taking place during National Friends of Libraries Week. She reported that the Library expressed its appreciation to the Friends group by displaying posters in the Lobby, posting comments on social media, signing "Thank you!" posters that were displayed on the FriendsSpace door, and individual bags filled with goodies for each member.

All Hallows' Read: Trustee Larson mentioned that the Friends Board is once again selling All Hallows' Read coupons, which entitle the bearer to one free children's book, young adult book, or paperback book from the Book Sale Corner or the monthly sale in the FriendSpace.

11. **Correspondence and Communications**

The following item of correspondence was included in the Board packet.

- Note from Jo Ann Smith, Library Leader, expressing her appreciation to everyone involved in planning the reception in her honor on Sunday, 19 September 2021

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports:** September 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.

At Trustee Russo's request, Director Scheetz presented a brief review of the 155th anniversary of library service in Batavia.

Continuing the theme of anniversaries, Director Scheetz reported that the Library will celebrate 20 years at 10 South Batavia Avenue in January.

13. **Future Agenda Items**

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

14. **Next Meetings or Events**

- a. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- b. *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*

In response to a question from Trustee Hubbard, discussion followed on TeenTober, a play on words based on October, the month in which the celebration occurs.

- c. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- d. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- e. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- f. *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.]*
- g. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- i. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- j. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
- k. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- l. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- m. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- n. *Christmas Eve (Observed), Thursday, 23 December 2021, Library Open*
- o. *Christmas (Observed) | Christmas Eve, Friday, 24 December 2021, Library Closed*
- p. *Christmas, Saturday, 25 December 2021, Library Closed [F]*
- q. *Sunday after Christmas, Sunday, 26 December 2021, Library Closed per “Policy on Holidays”*

15. **Adjournment**

Motion by Trustee Fasano to adjourn the meeting. 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.

Trustee Russo declared the Regular Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Daniel R. Russo
President

Marianne E. Fasano
Secretary