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## MINUTES

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

#### *Committee of the Whole Meeting*

Thursday • 4 November 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

#### 1. **Call to Order**

Trustee Russo called the meeting of 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 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, Kathryn L. Hubbard, Elizabeth P. Larson, and Daniel R. Russo

**Committee Members Absent:** Christy L. Ford

**Staff Members Present via Electronic Means:** Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Patricia A. Leonard, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stephanie L. Peterson, and Joanne C. Zillman

**Visitors Present via Electronic Means:** None

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

5. **Approve the Minutes:** Committee of the Whole Meeting, Thursday, 9 September 2021

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

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

6. **An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2021–2022** (Tax Year 2021) (ORDINANCE 2021–008)

Director Russo stated that the purpose of this agenda item was to recommend the approval of “An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal year 2021–2022” (Tax Year 2021) (Ordinance 2021–008).

Director Scheetz presented a brief overview of the Annual Levy process, which begins each year with the Annual Budget and Appropriation in June–July and culminates with a Public Hearing and Ordinance in November.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve “An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2021–2022” (Ordinance 2021–008), as presented. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

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

7. **Illinois Libraries Present: An Intergovernmental Agreement for Joint Purchasing of Library Programs, Events, and Services** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend the approval of a proposal from Adult Services to apply for a Pilot Membership and participate in Illinois Libraries Present.

Director Scheetz presented an overview of Illinois Libraries Present, including its mission, goals, and benefits, and its collaborative relationship with the Reaching Across Illinois Library System (RAILS). Discussion followed.

In response to a question from Trustee Fasano, discussion followed on the Library's obligations as a member of Illinois Libraries Present.

In response to a question from Trustee Russo, discussion followed on the Intergovernmental Agreement, which was presented to prospective members as *fait accompli*, with no option but to accept it (or not).

In response to a question from Trustee Culotta, discussion followed on the fee for Batavia's operating budget level for a six-month pilot (or perhaps more accurately, trial) membership (\$750).

Trustee Russo observed that Illinois Libraries Present is an example of what libraries do best—they innovate. He stated his support for this collaborative project.

Motion by Trustee Larson to (1) approve "Illinois Libraries Present: An Intergovernmental Agreement for Joint Purchasing of Library Programs, Events, and Services," as presented, and (2) authorize Director George H. Scheetz to execute said Agreement on behalf of the Batavia Public Library District. Seconded by Trustee Fasano. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

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

## 8. Illinois Public Library Per Capita Grant

- a. **Standards for Illinois Public Libraries: Review of Standards** (Progress Report 2) (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was described in the Action Steps (below).

Annual Goal Plan for Library Director (2021–2022): Goal A–1 (Standards for Illinois Public Libraries) →

Objective (a) Review of Standards

*Address perceived gaps in Batavia's progress in meeting each standard for Illinois public libraries.*

### Action Steps

- ~~(1) Identify each instance in which the Library's progress in meeting each standard, in whole or part, was described as anything other than "OK."~~
- ~~(2) Compile such instances into Progress Report 1 and present to the Committee of the Whole.~~
- ~~(3) **Progress Report 1**—Committee of the Whole on Thursday, 7 October 2021 (report only)~~
- (4) Work with appropriate members of the Leadership Team to determine and recommend, for each instance, whether a policy statement (or other solution) is appropriate and/or necessary.
- (5) Compile such recommendations into Progress Report 2 for review and discussion by and further direction from the Committee of the Whole.
- (6) **Progress Report 2**—Committee of the Whole on Thursday, 4 November 2021 (discussion item; further direction required)

Director Scheetz stated that the report, which was included in the Committee packet, demonstrates progress towards meeting Objective (a) of Goal A-1.

Further, this process satisfied the application requirement for the Illinois Public Library Per Capita Grant for FY2022, in which (once again) public libraries were required to review and report on progress in meeting *Serving Our Public 4.0: Standards for Illinois Public Libraries* (2020; © 2019) in its entirety. Discussion followed.

In response to a question from Trustee Russo, discussion followed on Progress Report 3 and next steps towards the satisfactory completion of Objective (a) of Goal A-1.

Motion by Trustee Deitchman to accept the recommendations presented in Progress Report 2, as amended. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6-0, with one member absent.

b. **A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2021-2022 Illinois Public Library Per Capita Grant** (Illinois State Library) (RESOLUTION 2021-012) (Standing Committee on Finance)

Trustee Russo stated that the purpose of this agenda item was to recommend the approval of the Library's annual application for an Illinois Public Library Per Capita Grant, which must be submitted electronically (and email time-stamped) by no later than 11:59 p.m. on 15 January 2021.

Director Scheetz presented an overview of the application and the expenditure report. Discussion followed.

In response to a request from Trustee Russo, Director Scheetz described the benefits of the Illinois Public Library Per Capita Grant.

Motion by Trustee Russo to recommend that the Board of Library Trustees approve "A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2021-2022 Illinois Public Library Per Capita Grant," as presented. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6-0, with one member absent.

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

9. **Biannual Review of Closed Sessions**, as required by 5 ILCS 120/2.06(d) (Board Secretary)

Trustee Russo stated that the purpose of this agenda item was to describe the required review of minutes and recordings of past closed sessions and recommend whether to release such minutes and recordings.

Director Scheetz reported that the Board of Library Trustees is required to review the status of minutes and recordings ("verbatim records") of past closed sessions that are still considered "closed" every six months, and to decide whether to release (or "open") such minutes and recordings.

Trustee Fasano and Director Scheetz reviewed the verbatim records in question and the written minutes in question on Friday, 29 October 2021. An annotated "Record of Closed Sessions" from 1 January 1995 to date was included in the Committee packet.

They identified zero (0) sets of written minutes that no longer require confidential treatment and should be available for public inspection. In conjunction with the review of the written minutes, they identified two (2) recordings that are eligible for destruction, which were identified in the aforementioned “Record of Closed Sessions.” Discussion followed.

Motion by Trustee Larson to recommend that the Board of Library Trustees approve the determinations as noted on the attached “Record of Closed Sessions,” as presented (and summarized in the Committee report). Seconded by Trustee Deitchman. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

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

10. **Succession Issues** (Progress Report 1): Identify Key Positions (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was described in the Action Steps (below).

Annual Goal Plan for Library Director (2021–2022): Goal B–1 (Succession Issues) →

*Create a succession plan for key positions in the Library’s personnel complement.*

Action Steps

- (1) Gather sample policy statements and plans from public libraries and other comparable organizations.
- (2) Identify key positions for inclusion in the succession plan.
- (3) **Progress Report 1**—Committee of the Whole on 4 November 2021 (review key positions; revise as needed; provide further direction)

Director Scheetz and Lisa M. Moore, the Library’s Human Resources Manager, presented Progress Report 1 (“key positions for inclusion in the succession plan”):—

- Director
- Assistant Director [as identified in the staffing study, a possible, future position; the succession plan will include (at least) two options for selected key positions, either “with an assistant director” or “without an assistant director]
- Library Accountant / Finance Specialist
- Human Resources Manager
- Department Managers
- Graphic Designer

Discussion followed.

Trustee Russo expressed support for the development of a succession plan. Further, he suggested (for the succession plan itself) the following considerations:—

- The use of cross-training (of existing employees) to cover appropriate positions’ duties.
- The use of temporary outsourcing to third-party consultants to cover highly technical positions.

The consensus of the Committee of the Whole supported the list of key positions, as presented.

Trustee Russo stated that no formal action was required by the Committee of the Whole.

He expressed his belief in the importance of succession planning as a key element in the Library's ability to maintain its balance and forward progress in unexpected situations.

Trustee Russo noted that the next progress report was due in February.

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

**Board Schedule:** Trustee Russo announced that the Regular Meeting in December 2021 was cancelled and (as a result) the Committee of the Whole would not meet, as well.

**Board Meetings:** A lively discussion ensued on access to packets for Board meetings (including distribution of printed packets and/or electronic packets via email and Dropbox) and new software solutions for this purpose.

While the results of the discussion were mixed vis-à-vis distribution options, the consensus of the Trustees did not favor new software solutions.

**Board Education: "Reading Financial Reports":** Inspired by the presentation in October 2021 on "Governmental Accounting for Library Districts & Financial Reporting 101" by Jamie L. Wilkey, partner, Lauterbach & Amen LLP, discussion followed on continuing such Board education.

Trustee Culotta, as Board Treasurer, agreed to provide a presentation on "Reading Financial Reports" at the Regular Meeting on Tuesday, 16 November 2021.

**Emergency Purchase pursuant to the "Policy on Purchasing and Authority to Spend":** Director Scheetz reported that the "Policy on Purchasing and Authority to Spend," Section 2F, states: "Emergency Purchases: In case of emergency, the Library Director may spend up to \$20,000 upon approval of either a Standing Committee or any two Officers of the Library Board."

On Wednesday, 27 October 2021, upon consultation with Trustee Deitchman, as chair of the Standing Committee on Facilities, Director Scheetz requested (and received) approval for such an emergency purchase from Trustee Russo as Board President and Trustee Culotta as Board Treasurer to replace the variable frequency drive (VFD) in the Library's two air-handling units (AHUs) at a cost of \$10,290, complete.

Attorney Roger A. Ritzman advised that, under either scenario, the Board of Library Trustees should ratify the emergency purchase at a Regular Meeting. To that end, Director Scheetz stated that the emergency purchase would appear on the Consent Agenda at the Regular Meeting on Tuesday, 16 November 2021.

12. **A closed session** for "Deliberations concerning salary schedules for one or more classes of employees," as authorized by 5ILCS 120/2(c)(2)

Motion by Trustee Hubbard to enter into closed session for the purpose stated. Seconded by Trustee Fasano. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6-0, with one member absent.

The Committee of the Whole entered closed session at 6:59 p.m.

The Committee of the Whole returned to open session at 8:07 p.m.

13. **Library Plan for Implementation of Amended Minimum Wage Law, Year 4** (Standing Committee on Policy)

This agenda item was deferred to a future meeting.

14. **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.*

- Annual Schedule of Capital Projects (January 2022)
- 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 (January 2022)

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.*

- Board Education: OpenGov (January 2022)
- 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.*

- Minimum Wage Law: Transition Plan for Year 4 (January / February 2022)
- Succession Issues (Progress Report 2) (February 2022)
- Standards for Illinois Public Libraries: Accessibility of Policy Statements
- Visibility

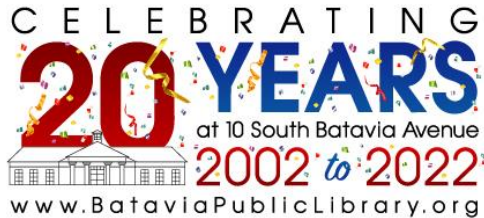
- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Bylaws of the Board of Library Trustees
- Policy on Leave of Absence without Pay
- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- Organizational Identity: Statement of Vision
- Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
- Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
- Policy on a Safe and Healthful Workplace
- Self-Appraisal for Board of Library Trustees (April 2022)
- Personnel Complement Detail and Authorized Personnel Strength (June 2022)

15. ***Next Meetings or Events***

- a. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- b. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- c. *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.]*
- d. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- f. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- g. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
- h. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- i. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. *Christmas Eve (Observed), Thursday, 23 December 2021, Library Open*
- l. *Christmas (Observed) | Christmas Eve, Friday, 24 December 2021, Library Closed*
- m. *Christmas, Saturday, 25 December 2021, Library Closed [F]*
- n. *Sunday after Christmas, Sunday, 26 December 2021, Library Closed per “Policy on Holidays”*
- o. *New Year’s Eve (Observed), Thursday, 30 December 2021, Library Open*



- p. *New Year's Day (Observed) | New Year's Eve, Friday, 31 December 2021, Library Closed*
- q. *New Year's Day, Saturday, 1 January 2022, Library Closed [F]*
- r. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2022, Library Open [F]*
- s. *ALA Midwinter Meeting (San Antonio), Friday–Tuesday, 21–25 January 2022*



- t. {NEW} *20 Years at 10 South Batavia Avenue (27 January 2002–2022), Thursday, 27 January 2022 — anniversary of the grand opening*

16. **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 Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

Trustee Russo declared the Committee of the Whole meeting adjourned at 8:08 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary