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## MINUTES

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

#### *Committee of the Whole Meeting*

Thursday • 6 January 2022

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, Christy L. Ford, Kathryn L. Hubbard, Elizabeth P. Larson, and Daniel R. Russo

**Committee Members Absent:** None

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

**Visitors Present via Electronic Means:** Anne K. Fabing and Colleen C. Fabing, owners, Flyleaf Bakery Café

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.

Trustee Ford asked whether the Board could move Agenda Item #8, “Flyleaf Bakery Café,” to a closed session. Director Scheetz stated that, to his knowledge, the Open Meetings Act did not provide an exception for this purpose.

Motion by Trustee Larson to approve the agenda, 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.

5. **Approve the Minutes:** Committee of the Whole Meeting, Thursday, 7 October 2021

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

Motion by Trustee Deitchman to approve the minutes, as presented. 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.

6. **Board Education:** “OpenGov,” presented by Michele M. Domel, the Library’s Administrative Assistant

Director Scheetz introduced Michele M. Domel, the Library’s Administrative Assistant, who presented an overview of OpenGov, an interactive software application, and demonstrated how to access and use OpenGov on the Library’s Web site. Discussion followed.

The Library’s OpenGov project, a work in progress, now displays up-to-date statistical information; future plans include adding basic financial information to the application.

Director Scheetz gave kudos to Domel for her work on populating the OpenGov application.

7. **An Ordinance Amending Plans for the Special Reserve Fund (Fund 40)** (ORDINANCE 2022–001)  
(Standing Committee on Finance)

Trustee Russo stated that the purpose of this agenda item was to describe and recommend the approval of “An Ordinance Amending Plans for the Special Reserve Fund (Fund 40).”

Director Scheetz reported that the Library established an expenditure code, “Transfer to the Special Reserve Fund,” effective with the 2005–2006 Working Budget, the minimum amount of which was originally calculated as 2.0% of the Library’s total revenues.

As of 30 June 2021, the Library had accumulated \$2,243,629 in the Special Reserve Fund. (Fund 40). For purposes of comparison, as of 30 June 2005, the Library had accumulated only \$191,478 in the Special Reserve Fund.

Director Scheetz stated that the Illinois Compiled Statutes requires the Board of Library Trustees to adopt (by Ordinance) a plan for the Special Reserve Fund. Recognizing the limited purpose for use of the Special Reserve Fund, Director Scheetz proposed to the Committee of the Whole that the Board amend the current plan and increase the target fund balance accordingly.

To that end, he recommended the following plan for use of the Special Reserve Fund, as amended:—

- Execute the latest versions of the “Capital Asset Study” and “Master Plan”;
- Repair, remodel, or improve the existing library building;
- Build an addition to the existing library building;
- Improve the existing library property; and
- Furnish necessary equipment for the library building.

Director Scheetz noted that the estimated cost of the foregoing plan is at least \$3,000,000, which he and H. Joseph McKane, the Library’s Finance Specialist, recommended as the new target fund balance. Discussion followed.

In response to an observation by Trustee Culotta, discussion followed on the language of the plan, which Director Scheetz noted was taken nearly verbatim from 75 ILCS 16 / 40–5 (a).

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve “An Ordinance Amending Plans for the Special Reserve Fund (Fund 40),” 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.

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

8. **Flyleaf Bakery Café** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to review a letter of request from Flyleaf Bakery Café.

Director Scheetz reported that Flyleaf Bakery Café, owned and operated by Anne K. Fabing and Colleen C. Fabing, of St. Charles, Illinois, entered into a lease with the Library in September 2021 and opened for business in November 2021.

In a letter dated 16 December 2021, which was included in the Committee packet, the Café stated that its revenues were lower than projected and attributed the primary cause of this situation to a lower-than-anticipated number of programs and events sponsored by Batavia Public Library, as well as the ongoing closure of the Library’s meeting rooms to outside groups, both a direct result of the pandemic.

As a result, Flyleaf Bakery Café requested that the Library waive its rent (\$500.00 per month) until such time as outside groups are once again allowed to meet at the Library.

The owners presented their case to the Committee of the Whole.

A lively discussion ensued on a variety of topics, including but not limited to the Library’s role as both a steward of public funds and a lessor; different approaches to calculating the monthly rent, such as a percentage of sales; the parties’ legal obligations related to the lease; the time frame for reopening the Founders Room and Conference Room to outside groups; the Café’s hours of operation; the time frame for the requested waiver; and the need for more aggressive marketing efforts by the Café.

Director Scheetz expressed discomfort with an open-ended waiver of rent. Discussion followed.

## Next Steps

- The Committee of the Whole requested that Director Scheetz consult with Attorney Roger A. Ritzman on the parties' obligations related to the lease.
- Acting as a Committee of the Whole, the Trustees, by consensus, authorized Director Scheetz to grant a temporary waiver of monthly rent to Flyleaf Bakery Café for January–February 2022, contingent on further negotiations.
- The Committee of the Whole deferred further discussion to the February meeting.

### 9. **Standards for Illinois Public Libraries: Review of Standards** (Progress Report 3) (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

- (7) Follow up on recommendations as directed by Committee of the Whole by June 2022.
- (8) In the absence of action items for the Committee of the Whole (and Board of Library Trustees), which will demonstrate progress on a regular basis, present progress reports to the Committee of the Whole in **January 2022**, March 2022, and May 2022.

Director Scheetz reported that several policy statements were in progress for review and discussion at the Committee of the Whole meetings in February 2022 and beyond.

### 10. **Comments from the Committee of the Whole**

#### **In Regard to Meetings:—**

- **Recordings:** In the absence of BATV recordings, Trustee Deitchman suggested that the Library post Zoom recordings of the Board's meetings on the Library's Web site. Discussion followed.

Director Scheetz expressed support for Trustee Deitchman's suggestion. He noted that the recordings, which were not made with such use in mind, would require editing to remove closed sessions (when applicable) and extraneous conversation before meetings were called to order and after meetings were adjourned. Director Scheetz stated that the Library probably would need to outsource such editing work.

The consensus of the Committee of the Whole was to begin the process with Regular Meetings, which would complement the pre-pandemic work carried out by BATV.

- **Minutes:** In response to a question from Trustee Culotta, discussion followed on the status of the minutes for past meetings.

- **Agenda:** In response to a question from Trustee Ford, discussion followed on the order of the agenda vis-à-vis closed sessions, which do not currently take place at the very end of a meeting.

**Tax Objection:** Trustee Russo reported that he received notice of a tax objection, which he turned over to Director Scheetz, who turned over the notice to Attorney Roger A. Ritzman for review.

**The Golden Age:** Trustee Russo reported that the Washington Post published a wonderful article in celebration of public libraries (“Opinion: The golden age of public libraries dawns again,” 1 January 2022), which noted, “Communities that invest in libraries are well prepared for whatever the next chapter brings.” <https://www.washingtonpost.com/opinions/2022/01/01/public-libraries-golden-age/>

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

Motion by Trustee Larson to enter into closed session for the purpose stated. 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 of the Whole entered closed session at 7:17 p.m.

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

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

This agenda item was deferred to a future meeting.

13. **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 (February–March 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 (February–March 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.*

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

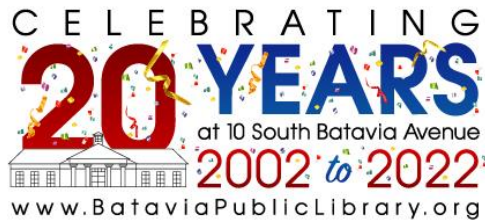
d. **Policy Issues** (Trustee Russo, *Chair*)

*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)
- Policy on Reference Service (February 2022)
- Succession Issues (Progress Report 2) (February 2022)
- Standards for Illinois Public Libraries: Review of Standards
- 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)

14. **Next Meetings or Events**

- Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2022, Library Open [F]*
- Board of Library Trustees (Regular Meeting), Tuesday, 18 January 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- ALA Midwinter Meeting (San Antonio), Friday–Tuesday, 21–25 January 2022*



- d. *20 Years at 10 South Batavia Avenue (27 January 2002–2022), Thursday, 27 January 2022 — anniversary of the grand opening*
- e. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 February 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- f. *Lincoln’s Birthday, Saturday, 12 February 2022, Library Open [I]*
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 February 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- h. *Washington’s Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 21 February 2022, Library Open [F]*
- i. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 7 March 2022, Library Open [I]*
- j. {NEW} *Read Across America Day, Wednesday, 2 March 2022 — annual event on or near March 2, the birthday of Dr. Seuss*
- k. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 March 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- l. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 13 March 2022*
- m. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 March 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- n. *Freedom of Information Day, Wednesday, 16 March 2022 — annual event on or near March 16, the birthday of James Madison (1751–1836), who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- o. *National Library Week (65th Annual Observance, 1958–2022, yet only the 64th anniversary), Sunday–Saturday, 3–9 April 2022 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2022 Theme: “Connect with Your Library”*
- p. *140th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2022), Monday, 4 April 2022*
- q. *141st Anniversary of the Batavia Public Library (5 April 1881–2022), Tuesday, 5 April 2022*
- r. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 April 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- s. *National Drop Everything and Read (D.E.A.R.) Day, Tuesday, 12 April 2022 — annual celebration on April 12, the birthday of Beverly Cleary (1916–2021) — 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.]*

- t. *Good Friday, Friday, 15 April 2022, Library Open [I]*
- u. *Easter, Sunday, 17 April 2022, Library Closed*
- v. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 April 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- w. *Preservation Week (13th Annual Observance, 2010–2022), Sunday–Saturday, 24–30 April 2022 — launched by the Association for Library Collections & Technical Services (ALCTS) — now Core: ... — to celebrate collecting and preservation on the community level (&c.)*
- x. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day) (27th Annual Observance, 1996–2022), — Saturday, 30 April 2022 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- y. *Children’s Book Week (104th Annual Observance), Monday–Sunday, 2–8 May 2022 — “A great nation is a reading nation.”—Melcher*
- z. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***

15. **Adjournment**

Motion by Trustee Kathy Hubbard to adjourn the meeting. Seconded by Trustee Deitchman. 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 Committee of the Whole meeting adjourned at 8:11 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary