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## MINUTES

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

#### *Regular Meeting*

Tuesday • 18 January 2022

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**

In the absence of the Secretary, Trustee Russo appointed Trustee Larson as Secretary pro tempore.

Trustee Larson 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, Elizabeth P. Larson, and Daniel R. Russo

**Trustees Absent:** Marianne E. Fasano

**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:** None

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 Hubbard to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

- (1) Public Hearing, Tuesday, 16 November 2021
- (2) Regular Meeting, Tuesday, 16 November 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): November 2021, including General Fund Checks (3266–3336) in the amount of \$53,656.59, Online Debit Charges in the amount of \$58,077.66, and Payroll Checks & Taxes in the amount of \$171,077.31, for a grand total of \$282,811.56 in expenditures.
- (2) Expenditures (“Cash Disbursement Detail Report”): December 2021, including General Fund Checks (3150, 3316, 3337–3407) in the amount of \$80,475.22, Online Debit Charges in the amount of \$55,362.21, and Payroll Checks & Taxes in the amount of \$161,233.05, for a grand total of \$297,070.48 in expenditures.

c. **Other Action Items**

- (1) An Ordinance Amending Plans for the Special Reserve Fund (Fund 40) (ORDINANCE 2022–001) (Standing Committee on Finance / Committee of the Whole)

Seconded by Trustee Culotta. 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 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 Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

7. **Financial Reports:** November–December 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.

In response to a question from Trustee Russo, discussion followed on expenditures for MakerSpace Supplies.

There were no other questions.

8. **President’s Report**

- **Official Representative to Batavia Access Television (BATV):** Trustee Russo reminded the Board that Patricia A. Leonard, the Library’s Promotional Services Manager, had stepped down in November as the official representative to BATV. The position remains open.

At Trustee Russo’s request, Director Scheetz gave an overview of the position and its responsibilities. Trustee Russo asked that any Trustee who was interested in filling this position should contact him by Friday, 21 January 2022.

- **Celebrating 20 Years!** In honor of 20 years at 10 South Batavia Avenue, Trustee Russo shared a series of photographs from 20+ years ago, including the groundbreaking ceremony (on 18 March 2000), construction, and the grand opening of the new building on 27 January 2002.

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

There were no additional comments from the Board.

10. **Correspondence and Communications**

**Annual Report / Celebrating 20 Years!** Director Scheetz reported that the printed, direct-mail annual report / program guide was delivered to over 11,000 households in Batavia. Discussion followed.

Trustee Deitchman expressed his pleasure that newsletter reached every household in Batavia.

Trustee Russo gave kudos to Director Scheetz for his work.

There were no additional items of correspondence and communications.

11. **Director’s and Librarians’ Reports:** November–December 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.

Trustee Russo observed that the Adult Services and Youth Services departments at the Library are staying flexible with their programming efforts as they adapt to the ever-changing COVID-19 environment.

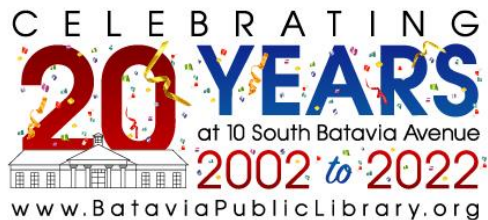
In response to a question from Trustee Larson, discussion followed on in-person programs and events, as well as use of meeting rooms by outside groups.

12. **Future Agenda Items**

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

13. **Next Meetings or Events**

- a. *Birthdays of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2022, Library Open [F]*
- b. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 January 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- c. *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. *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 [1]*
- 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. **of Library Trustees (Committee of the Whole Meeting), Thursday, 5 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**

14. **Adjournment**

Motion by Trustee Hubbard to adjourn the meeting. 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.

Trustee Russo declared the Regular Meeting adjourned at 6:25 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Elizabeth P. Larson  
Secretary pro Tempore