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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 3 March 2022

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. Call to Order

In the absence of President Russo, Vice President Larson was in the chair.

Trustee Larson 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, and Elizabeth P. Larson

Committee Members Absent: Daniel R. Russo

Staff Members Present via Electronic Means: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kerry K. Halter, Kathy A. Moecher, Lisa M. Moore, Stacey 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 Larson asked whether there were any changes to the agenda.

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

5. **Appointment of Official Representative to the Board of Directors of Batavia Access Television, Inc.**
(Standing Committee on Policy)

Trustee Larson stated that the purpose of this agenda item was to recommend that the Board of Library Trustees appoint Trustee Marianne E. Fasano as the Official Representative to the Board of Directors of Batavia Access Television Inc. (“BATV”), effective 1 April 2022.

Director Scheetz reported that, of the eleven members on the BATV Board, six are Ex Officio Directors, as follows:—

- one shall be a member of the Batavia Chamber of Commerce appointed by the Board of Directors or its designee;
- one shall be a Board member or Employee of the Batavia Unified School District 101 appointed by the Board of Education or its designee;
- one shall be a Commissioner or Employee of the Batavia Park District appointed by the Executive Director by authority of the Board of Park Commissioners;
- **one shall be a Trustee or Employee of the Batavia Public Library District appointed by the Board of Library Trustees or its designee** [emphasis added];
- one shall be a Board member, Officer, or Employee of Batavia Township appointed by the Township Board or its designee; and
- one shall be a member of the City Council of the City of Batavia appointed by the Mayor and approved by the City Council.

In response to a question from Trustee Larson, Director Scheetz presented a summary of the Library’s Official Representatives / Ex Officio Directors:—

- Founding Member (1998): Until her retirement on 31 December 2004, Library Director Margaret E. Cooper served as the Library’s first official representative to BATV.
- Library Director George H. Scheetz was appointed to this position on 18 January 2005 by the Board of Library Trustees, effective 1 January 2005.

- James J. Klyczek, the Library’s Electronic Services Manager (previously the Library’s Digital Services / Information Technology Coordinator) was appointed to this position on 20 September 2011 by the Board of Library Trustees, effective 1 October 2011.
- Trustee Cara M. Schuster, May 2015 to May 2017
- Trustee Richard A. Henders, May 2017 to May 2019
- Patricia A. Leonard, the Library’s Promotional Services Manager, May 2019 to November 2021

Leonard submitted her resignation from this position on Tuesday, 16 November 2021.

Trustee Russo, as Board President, proposed that the Board of Library Trustees (meeting as the Committee of the Whole) appoint Trustee Fasano as the Official Representative to the Board of Directors of BATV. Trustee Fasano accepted the nomination. Discussion followed.

In response to a question from Trustee Larson, Director Scheetz stated that the term is determined by the parent organization. He suggested that Trustee Fasano serve until at least until the next Board is seated in May 2023.

Motion

Motion by Trustee Culotta to recommend that the Board of Library Trustees appoint Trustee Marianne E. Fasano as the Batavia Public Library’s Official Representative to the Board of Directors of Batavia Access Television, Inc., effective 1 April 2022. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye. The motion carried, 6–0, with one member absent.

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

6. **Concrete Repairs** (Advantage Paving Solutions Inc.) (Standing Committee on Facilities)

Trustee Larson stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a contract for Concrete Repairs as part of the Capital Asset Plan.

Director Scheetz noted that this project is related to Speak Up! Recommendation 3–2. “Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs.”

The basis for the proposed project is the “Capital Asset Study” (March 2020), which reads (in part) as follows below, and the Annual Schedule of Capital Projects, which is derived from the Capital Asset Study. The façade repair project, which was completed in 2021, led to the decision to defer several other, less time-sensitive projects.

Site Elements (from the Capital Asset Study)

- Performing concrete patch repairs at stairs as necessary.
- Replacing concrete sidewalk sections as necessary.
- Replacing deteriorated curb sections in conjunction with other concrete work.
- Injecting cracks in concrete retaining walls with a hydrophobic chemical grout.
- Replacing site lighting fixtures and other miscellaneous site elements [such as bike racks] as they reach the end of their useful life.

Director Scheetz reported that the Library received four bids for the Concrete Repairs project.

Contractor	Base Bid
Advantage Paving Concepts Inc.	\$ 60,668.04
Berglund Construction Company	\$ 158,875.00
Mertes Contracting Corp.	\$ 169,061.78
Misfits Construction Company	\$ 147,275.00

The lowest apparent bidder was Advantage Paving Concepts Inc., of Joliet, Illinois, in the amount of \$60,668.04. In fact, Advantage Paving Concepts Inc. submitted the lowest bids for any combination of Base Bid and Alternates, and was determined to be the lowest responsive, responsible bidder. Discussion followed

The consensus of the Committee of the Whole supported awarding a contract to Advantage Paving Concepts Inc., of Joliet, Illinois, in the amount of \$62,268.04, including Alternate 1, performance and payment bonds for the Base Bid.

Bike Racks

Director Scheetz asked whether the Committee of the Whole preferred bike racks with a stainless-steel finish, as included in the Base Bid, or bike racks with a painted finish, as described in Alternate 2 (Deduction for Powder-Coated Steel instead of Stainless Steel Bike Racks) and Alternate 3 (Performance Bond). Discussion followed.

The consensus of the Committee of the Whole supported the stainless-steel finish.

In response to a question from Trustee Deitchman, discussion followed on the Kane County Bike-Share System, which was under consideration by the Board of Library Trustees in late 2019 / early 2020.

Trustee Deitchman requested Director Scheetz add Bike-Share Stations and charging stations for electric vehicles to the list of future agenda items. Discussion followed.

Motion

Motion by Trustee Ford to recommend that the Board of Trustees

- (1) accept the Base Bid and Alternate 1 (Performance Bond) for Concrete Repairs from Advantage Paving Solutions Inc., of Joliet, Illinois, as presented; and
- (2) authorize Director George H. Scheetz to execute a contract with Advantage Paving Solutions Inc., of Joliet, Illinois, in the amount of \$62,268.04; 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 Concrete Repairs project, including but not limited to change orders, but not to exceed the contingency amount; that is, the allowance for additional work.

Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye. The motion carried, 6-0, with one member absent.

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

7. **New Sign to Market Businesses in Downtown Batavia** (Revised Proposal) (Batavia MainStreet)
(Standing Committee on Facilities)

Trustee Larson stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a revised proposal from Batavia MainStreet to place a permanent sign on the Library’s campus.

Director Scheetz noted that, in February 2022, the Committee of the Whole reviewed a request from Batavia MainStreet to install a permanent sign (described as a “kiosk”) on the Library’s campus as part of a larger downtown initiative. While the Committee was not opposed to the concept, it did not support the location proposed by Batavia MainStreet.

Director Scheetz reported that, at the Committee’s direction, he followed up with the executive director of Batavia MainStreet to identify mutually acceptable locations for the proposed “kiosk.” They met, walked the area, and identified two possible locations, as follows.

- Option 1—Adjacent to Wilson Street, east of the crosswalk, and within the confines of the City’s easement and the area developed as part of the City’s Streetscape Project.
- Option 2—Adjacent to Batavia Avenue, south of the sycamore tree.

Batavia MainStreet and the City of Batavia expressed a strong preference for Option 2, which is described more fully in the following illustration. The City has agreed to install the concrete pad.



Director Scheetz expressed a high level of comfort with and support for Option 2, which he described as the least intrusive and most acceptable option. Discussion followed

In response to a question from Trustee Larson, discussion followed on which parties were responsible for maintenance of both the concrete pad and the kiosk.

The consensus of the Committee of the Whole was to incorporate statements of responsibility in a letter of understanding.

In response to an observation by Trustee Deitchman, a lively discussion ensued on the proposed location (Option 2) and other possible options.

Given the preference for Option 2 stated by Batavia MainStreet, the consensus of the Committee of the Whole supported Option 2 as an acceptable location.

Trustee Ford gave kudos to Director Scheetz for his working with Batavia MainStreet to identify a mutually acceptable location for the kiosk bring the project to a successful conclusion.

Motion

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

- (1) support in concept the sign (“kiosk”) proposed by Batavia MainStreet,
- (2) approve Option 2 (namely, install a concrete pad for the sign in the grassy area adjacent to the sidewalk that is parallel to Batavia Avenue, south of the sycamore tree, more-or-less centered between the sycamore tree and the light pole) as a mutually acceptable location, and
- (3) authorize Director Scheetz to work with Batavia MainStreet (and the City of Batavia as applicable) to develop and execute a “license agreement” related to this project.

Seconded by Trustee Deitchman. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye. The motion carried, 6–0, with one member absent.

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

8. Comments from the Committee of the Whole

There were no additional comments from the Committee of the Whole.

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

The Committee of the Whole entered closed session at 6:46 p.m.

The Committee of the Whole returned to open session at 7:22 p.m.

10. **New Salary Schedule and Related Improvements**

Trustee Larson stated that the purpose of this agenda item was to recommend the approval of a New Salary Schedule and (in the context of the new Salary Schedule) continue to fulfill the Referendum 2018 promises on Infrastructure Needs and Quality Staffing.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve a New Salary Schedule, as presented, and related improvements, namely:—

- Complete the transition to a \$15.00 per hour minimum wage, effective 1 July 2022.
- Adopt a new Salary Schedule for 2022–2023 based on a \$15.00 per hour minimum wage.
- Increase employees’ hourly rates in compliance with the new Salary Schedule for 2022–2023.
- Adopt new and/or revised Guidelines for the Working Budget for 2022–2023 related to “Reserve Funds” [revised] and “New Salary Schedule” [new], as follows.

Reserve Funds: Budget 4.0% of the revenues in the Library Fund for the Special Reserve Fund or the following amounts, whichever are higher:—

- Fiscal Year 2023—: Budget \$300,000 for Special Reserve Fund

New Salary Schedule: Budget \$300,000 for the following continuing and new initiatives:—

- **Minimum Wage:** Budget approximately \$155,000 to implement the proposed New Salary Schedule (and increase hourly rates accordingly) and complete the transition to a minimum wage of \$15.00 per hour, effective 1 July 2022.
- **New Positions:** Budget approximately \$145,000 for new positions, effective 1 July 2022.

Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye. The motion carried, 6–0, with one member absent.

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

11. **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 (Master Plan and Concept Design)
- Independent Technology Audit
- Technology Plan
- Walk the Property
- Wi-Fi System

- Annual Schedule of Capital Projects (July–August 2022)
- 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 (March–April 2022)

Trustee Culotta requested Director Scheetz to add the schedule of future agenda items for the Standing Committee on Finance, including the standard timeline for the Annual Budget and Appropriation and Annual Levy, to the Committee of the Whole agenda, rather than continuing to attach a separate report.

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.

- Policy on Reference Services (April 2022)
- Media Relation (April 2022)
- Minimum Wage Law: Transition Plan for Year 4 (February 2022)
- Succession Issues
- 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)

12. **Next Meetings or Events**

In response to a question from Trustee Deitchman, discussion followed on reopening the Library's meeting rooms to outside groups.

In response to a comment by Trustee Deitchman, discussion followed on the Board of Library Trustees returning to in-person meetings.

- a. {NEW} *Read Across America Day, Wednesday, 2 March 2022 — annual event on or near March 2, the birthday of Dr. Seuss*
- b. *Casimir Pulaski's Birthday (Observed) (1st Monday in March), Monday, 7 March 2022, Library Open [I]*
- c. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 13 March 2022*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 March 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- e. *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*
- f. *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”*
- g. *140th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2022), Monday, 4 April 2022*
- h. *141st Anniversary of the Batavia Public Library (5 April 1881–2022), Tuesday, 5 April 2022*
- i. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 April 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- j. *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.]*
- k. *Good Friday, Friday, 15 April 2022, Library Open [I]*
- l. *Easter, Sunday, 17 April 2022, Library Closed*
- m. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 April 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***

- n. *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.)*
- o. *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*
- p. *Children’s Book Week (104th Annual Observance), Monday–Sunday, 2–8 May 2022 — “A great nation is a reading nation.”—Melcher*
- q. *Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means*

13. **Adjournment**

Motion by Trustee Deitchman to adjourn the meeting. Seconded by Trustee Ford. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye. The motion carried, 6–0, with one member absent.

Trustee Larson declared the Committee of the Whole Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Elizabeth P. Larson
President pro Tempore

Marianne E. Fasano
Secretary

