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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 7 April 2022

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Russo called 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, Andrea L. Alwin, Stephanie A. DeYoung, Kerry K. Halter, Patricia A. Leonard, H. Joseph McKane, 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 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 Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

5. **Approve the Minutes**

Trustee Russo stated that consideration of the minutes for the Closed Sessions on Thursday, 4 November 2021, and Thursday, 6 January 2022, were deferred to a future meeting at the request of Director Scheetz.

a. ~~Closed Session, Thursday, 4 November 2021~~ — DEFERRED

b. Committee of the Whole Meeting, Thursday, 6 January 2022

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

Motion by Trustee Fasano to approve the minutes of the Committee of the Whole meeting, 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.

c. ~~Closed Session, Thursday, 6 January 2022~~ — DEFERRED

6. **A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property and Authorizing the Disposition of Surplus Property** (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to present an inventory of furniture, furnishings, equipment, and supplies to the Board of Library Trustees, and recommend that such “Inventory of Surplus Property” be declared no longer necessary or useful for library purposes and that the Library Director be authorized to sell or otherwise dispose of said surplus property in an appropriate manner. Discussion followed.

In response to a question from Trustee Larson, discussion followed on Tattle-Tape™ Security Strips.

In response to a question from Trustee Hubbard, discussion followed on the disposition of the property.

Pursuant to the Public Library District Act of 1991, which describes the manner in which the Library District may sell or otherwise dispose of such property [75 ILCS 16 / 30–55.32], Director Scheetz stated that he proposed to sell or otherwise dispose of the surplus property according to the following methods:—

- **Public Sale:** Items on the list may be offered for public sale at auction, either in-person (live or silent) or online (eBay, &c.), or on the basis of sealed bids. In the case of in-person auctions or sealed-bid sales, the Library will publish a public notice of the sale in a local newspaper of general circulation.
- **Offer of Donation:** Items may be offered for sale or as a donation to other tax-supported libraries or library systems, as well as other units of local government and not-for-profit organizations. In the latter instance, first preference will be given to organizations located in the Batavia Public Library District.
- **Recycle:** Items that are not sold or otherwise disposed of will be recycled, as appropriate. (Unfortunately, the City of Batavia no longer offers a self-service recycling program for electronic equipment and small appliances.)
- **Discard:** Any remaining items will be discarded.

Director Scheetz noted that the Reaching Across Illinois Library System (RAILS), in particular, offers the opportunity to list surplus property for sale or donation.

Motion by Trustee Hubbard to recommend that the Board of Library Trustees approve “A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property” (Resolution 2022–004), 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.

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

7. **Working Budget for 2022–2023** (Standing Committee on Finance)

Trustee Russo stated that the purpose of this agenda item was to affirm guidelines and a timeline for the Working Budget for 2022–2023.

Guidelines

Director Scheetz reported that the Library Accountant / Finance Specialist was now beginning the process of developing a proposed Working Budget for review by the Standing Committee on Finance / Committee of the Whole. They requested a review and/or affirmation of the following guidelines.

- **Books and Other Materials:** Develop a budget for books and other materials, contingent upon available revenue
 Note: The new, 2019 standards include the following statement: “The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons.” (Collection Management Standard 1)
- **Reserve Funds:**¹ Budget 4.0% of the revenues in the Library Fund for the Special Reserve Fund or the following amount, whichever is higher:—
 Fiscal Year 2023—: Budget \$300,000 for Special Reserve Fund

¹This guideline was approved by the Board of Library Trustees in March 2022.

- **New Salary Schedule:**¹ 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.
- **Overall:** Make a good faith effort to control expenditures and improve revenues without diminishing the overall quality of service

The consensus of the Committee of the Whole supported the guidelines, as presented.

Motion by Trustee Culotta to affirm the “Guidelines,” as presented. Seconded by Trustee Larson. 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.

Director Scheetz reported that no further action was required at this time by the Board of Library Trustees, which will take action on the Working Budget in May.

Director Scheetz noted the Library Accountant / Finance Specialist would prepare the Working Budget in accordance with the guidelines, as affirmed. That said, he reminded the Trustees that the Working Budget for 2022–2023 was subject to revision (and recommendation of approval to the Board of Library Trustees) by the Committee of the Whole, as well as final approval by the Board of Library Trustees.

Process Timeline

The Trustees reviewed the following timeline:—

- 7 April 2022—Review guidelines by Standing Committee on Finance / Committee of the Whole
- 5 May 2022—Review proposed budget (based on availability of the Tax Computation Report from Kane County)
- 17 May 2022—Present budget to Board of Library Trustees for approval

The consensus of the Committee of the Whole supported the proposed timeline.

8. **Personnel Complement Detail and Authorized Personnel Strength** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve the Personnel Complement Detail and Authorized Personnel Strength (“Position Control Report”), as amended, which adds new positions to Adult Services and Youth Services.

Director Scheetz and Lisa M. Moore, the Library’s Human Resources Manager, proposed to add the following new positions to the Position Control Report.

- Two (2) part-time Library Assistants for Adult Services (at 0.50 FTE each)
- One (1) full-time Librarian for Youth Services (1.00 FTE)

Director Scheetz reminded the Committee of the Whole that, as noted in the report on “New Salary Schedule and Related Improvements” (March 2022), there are two (and in some cases three) **approval points** for the Board of Library Trustees that are required to add new positions to the Library’s personnel complement, only one of which is recommended for approval at this time; namely:—

- Approve Budget for New Positions (required); the guideline for the Working Budget was approved at the regular meeting in March 2022;
- Approve Job Descriptions (only required for new classifications); and
- Add new positions to the Authorized Personnel Strength (required); *this approval point is recommended for approval at this time.*

Director Scheetz stated that he and Moore would prefer to fill the aforementioned positions prior to July 1. H. Joseph McKane, the Library’s Finance Specialist, has certified that there are adequate funds for this purpose (due to attrition) in the Library’s current Working Budget. Discussion followed.

In response to a question from Trustee Ford, a lively discussion followed on whether it was appropriate to add new positions at this time, especially during an apparent resurgence of the pandemic.

The consensus of the Committee of the Whole supported the proposal.

Joanne C. Zillman, the Library’s Youth Services Manager, provided additional information on the staffing needs in her department and described the key service benefits of adding a new full-time Youth Services Librarian to the Library’s personnel complement.

Motion by Trustee Fasano to recommend that the Board of Library Trustees approve the Personnel Complement Detail and Authorized Personnel Strength for 2021–2022, as amended. 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.

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

9. **Hours of Service on Sundays** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal to establish consistent, year-round Sunday hours (12:00–5:00 p.m.), effective Sunday, 5 June 2022.

Director Scheetz noted that this project was related to Speak Up! Recommendation 2–5. “Maintain and/or expand hours of operations.”

Background

Director Scheetz reported that the standard hours of service for the Batavia Public Library were established by Resolution of the Board of Library Trustees on 16 August 2005 (Resolution 2005–012), which increased the winter hours of service on Sundays by one (1) hour, from 1:00–5:00 p.m. to 12:00–5:00 p.m. The summer hours of service on Sundays were 1:00–4:00 p.m. (three hours).

— CONTINUED —

Hours of Operation, 2005 to 2020

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM	S						
2:00 PM	S						
3:00 PM	S						
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

Key
 Current Hours = 69 Hours per Week (winter) and 67 Hours (summer)
 S = Summer Hours

In 2021, then-President Jo Ann Smith proposed that Batavia Public Library eliminate the reduction in Sunday hours during the summer, a net increase of two (2) hours per week, for three key reasons:—

- To not appear to reduce hours of operation as the Library was gradually restoring its hours of operation to pre-pandemic levels;
- To keep a promise to the community to “Maintain and/or expand hours of operation” (Speak Up! Recommendation 2–5); and
- To eliminate the confusion caused by changing hours of operation twice each year and establish consistent, year-round hours of service.

She and Trustee Russo met with Director Scheetz and the managers for Adult Services, Circulation Services, Facilities Services, and Youth Services to review her proposal in more detail and gather input from the three public-service managers and the Facilities Services Manager. Trustee Smith’s 2021 report was included in the Committee of the Whole packet.

As a compromise for 2021 only, the proposal was modified and the current, temporary hours of service for 2021 only were established by Resolution of the Board of Library Trustees on 20 April 2021 (Resolution 2021–002), which increased the summer hours of service on Sundays by only one (1) hour, from 1:00–4:00 p.m. to 1:00–5:00 p.m.

Hours of Operation, 2021 Only

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM	S						
2:00 PM	S						
3:00 PM	S						
4:00 PM	S						
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

Key
 Current Hours = 69 Hours per Week (winter) and 68 Hours (summer)
 S = Summer Hours

Discussion

Trustee Russo remarked that the ultimate objective was unchanged, namely, “To eliminate the confusion caused by changing hours of operation twice each year and establish consistent, year-round hours of service.” Discussion followed.

Director Scheetz observed that a year-round Sunday schedule of five (5) hours is a challenge in some ways. He noted, however, that the Library successfully manages a five-hour Sunday schedule over 73% of each year. Therefore, he recommend that the Library establish a consistent, year-round schedule of 69 hours per week in which the Library is open five (5) hours on Sunday:—

Monday–Thursday..... 9:00 a.m.–9:00 p.m.
Friday–Saturday..... 9:00 a.m.–5:00 p.m.
Sunday..... 12:00–5:00 p.m.

In response to a question from Trustee Hubbard, discussion followed on whether a five-hour schedule on Sunday was warranted.

Director Scheetz noted that, in a typical year, the Library is open for business on 49 Sundays, which often are days in which the whole family visits the Library—and typically one of the busiest days of the week.

In response to a question from Trustee Culotta, Director Scheetz noted that the proposal’s impact on the Working Budget was negligible.

The consensus of the Committee of the Whole supported the objective, “To eliminate the confusion caused by changing hours of operation twice each year and establish consistent, year-round hours of service,” and thus the proposal to establish consistent, year-round Sunday hours (12:00–5:00 p.m.), effective Sunday, 5 June 2022.

Motion

Motion by Trustee Deitchman to recommend that the Board of Library Trustees establish consistent, year-round Sunday hours (12:00–5:00 p.m.) as presented, effective Sunday, 5 June 2022. 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.

10. **Policy on Reference Service** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a new “Policy on Reference Service” in compliance with Reference Services Standard 2, as described in *Serving Out Public 4.0: Standards for Illinois Public Libraries*, Chapter 9.

Director Scheetz noted that this action item was related to Goal A–1, Objective (a) of the Annual Goal Plan for Library Director (2021–2022): “Review of Standards: Address perceived gaps in Batavia’s progress in meeting each standard for Illinois public libraries.”

Director Scheetz reported that the new policy statement was based in part on guidelines promulgated by the Adult Services department of the Batavia Public Library and in part on guidelines promulgated by the Reference and User Services Association (RUSA) and the American Library Association (ALA).

The proposed policy was developed by Stacey L. Peterson, the Library's Adult Services Manager—in consultation other Adult Services employees and Joanne C. Zillman in her capacity as the Library's Youth Services Manager—and reviewed by the Library Director. Discussion followed.

Trustee Russo remarked that the new “Policy on Reference Service” was inspirational and highlighted a particular statement: “Librarians unobtrusively seek out patrons who may need help rather than wait for patrons to come to them at the Reference Desk.” He observed that such policy statements describe the difference between a good library and a great library.

Trustee Deitchman highlighted the statements, “Librarians are discreet and circumspect,” and “Librarians are thoughtful, perceptive, and diligent,” and stated that the new “Policy on Reference Service” was well-written and embraced the high level of service provided by the Batavia Public Library.

Trustee Culotta observed that the new policy statement captured, in formal language, the great “Reference Service” of the Batavia Public Library.

Peterson expressed her belief that the new policy statement was a true reflection of “Reference Service” at the Batavia Public Library.

The consensus of the Committee of the Whole supported the new policy statement.

Motion by Trustee Russo to recommend that the Board of Library Trustees adopt the new “Policy on Reference Service,” as presented. Seconded by Trustee Larson. 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.

11. **Policy on Media Relations** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to review the purpose of “media relations” and to recommend that the Board of Library Trustees approve a “media relations officer” for Batavia Public Library.

Director Scheetz presented an overview of existing policies and practices related to calls for action, *media relations*, and communications [emphasis added], and noted that a new report prepared by Trustee Fasano was included in the Committee of the Whole packet. Discussion followed.

Trustee Fasano explained the importance of having such a policy statement in place to ensure a positive, consistent message, and to ensure that the Library is prepared to respond to questions, especially during a time of crisis.

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

- (1) repeal the “Policy on Official Spokesman and Media Inquiries” (2001);
- (2) adopt a new “Policy on Media Relations,” as described herein; and
- (3) designate the Library Director as the Media Relations Officer for the Batavia Public Library.

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.

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

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

Batavia Access Television Inc.: Trustee Fasano reported that BATV recently completed a lease agreement with Batavia Park District to relocate its business office, but not its studio, to 150 Houston Street in Batavia, effective 2 May 2022.

Friends of the Batavia Public Library: Trustee Ford reported that the next Book Sale was scheduled for Saturday, 9 April 2022, and the Annual Meeting & Brunch of the Friends of the Batavia Public Library would take place on Saturday, 30 April 2022, at 10:00 a.m.

“Cheers Through the Years”: Trustee Deitchman reported that, as part of Batavia’s Preservation Week,² the Batavia Depot Museum will present a guided tour, “Cheers Through the Years,” which will begin at the Museum on Friday, 15 April 2022 at 7:15 p.m. and take visitors to four kinds of structures, where a tour guide will discuss the history and adaptive re-uses of those properties.

National Library Week: Trustee Russo noted that this week (3–9 April 2022) is National Library Week, the purpose of which is “to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support.” The theme for the 65th Annual Observance, 1958–2022, is “Connect with Your Library.”

Self-Appraisal for Board of Library Trustees: Trustee Russo announced that he would distribute, via email, a self-evaluation for each Trustee to complete.

Concrete Repairs: Director Scheetz announced that the Concrete Repairs project was scheduled to begin the following week, subject to weather conditions. Trustee Deitchman reported that he had authorized a change order for additional concrete repairs at the main entrance.

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.

- 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

²This year, for reasons unknown, Batavia’s celebration of Preservation Week (Monday–Saturday, 11–16 April 2022) will take place two weeks earlier than the national celebration of Preservation Week (13th Annual Observance, 2010–2022), which is scheduled for Sunday–Saturday, 24–30 April 2022.

b. Finance Issues (Trustee Culotta, *Chair*)

The focuses of Finance Issues are budget & finance and related policies and services.

- Policy on Fines and Fees (May 2022)
- Working Budget for 2022–2023 (May–June 2022)
- Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2022–2023” (June 2022)
- Public Hearing & Ordinance: An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2022 and Ending 30 June 2023 (July 2022)
- An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 22) (July 2022)
- 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 2022–2023 (Tax Year 2022) (October 2022)
- A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy (October 2022)
 - Note: “The Truth in Taxation Act” [35 Illinois Compiled Statutes 200/18–55 et seq.], requires the Library District to determine the amount of money estimated to be necessary to be raised by the tax levy for each year (“levy”) upon the taxable property in the Library District, not less than twenty (20) days prior to the adoption of the levy.
- Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (October 2022)
- Annual Financial Report for the Year Ended 30 June 2021 (Independent Auditor’s Report and Financial Statements) (October 2022)
- Public Hearing & Ordinance: 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 2022–2023 (Tax Year 2022) (November 2022)
- A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2022–2023 Per Capita Grant (Illinois State Library) (November–December 2022)
- Library Auditors (November 2023–February 2024)

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.

- 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)

14. **Next Meetings or Events**

- a. *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”*
- b. *140th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2022), Monday, 4 April 2022*
- c. *141st Anniversary of the Batavia Public Library (5 April 1881–2022), Tuesday, 5 April 2022*
- d. *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.]*
- e. *Good Friday, Friday, 15 April 2022, Library Open [I]*
- f. *Easter, Sunday, 17 April 2022, Library Closed*
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 April 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- h. *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.)*
- i. *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*

- j. *Children’s Book Week (104th Annual Observance), Monday–Sunday, 2–8 May 2022 — “A great nation is a reading nation.”—Melcher*
- k. *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 Russo to adjourn the meeting. 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.

Trustee Russo declared the Committee of the Whole meeting adjourned at 7:00 p.m.

Respectfully submitted,

Daniel R. Russo
President

Marianne E. Fasano
Secretary

