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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 19 April 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.

Statement by the Board President: 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**

3. **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.

Trustees Present via Electronic Means: Jennifer M. Culotta, Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, Elizabeth P. Larson, and Daniel R. Russo

Trustees Absent: Kathryn L. Hubbard

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: Michael Q. Bily

4. **Comments from the Audience**

There were no additional 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 Ford to approve the consent agenda, to include the following items:—

a. **Minutes**

- (1) Regular Meeting, Tuesday, 15 March 2022

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): March 2022, including General Fund Checks (3571–3656) in the amount of \$90,094.13, Online Debit Charges in the amount of \$67,255.59, and Payroll Checks & Taxes in the amount of \$245,282.31, for a grand total of \$402,632.03 in expenditures

c. **Other Action Items**

- (1) 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) (Standing Committee on Facilities / Committee of the Whole)
- (2) A Resolution Adopting a “Policy on Reference Service” (RESOLUTION 2022–005) (Standing Committee on Policy / Committee of the Whole)
- (3) A Resolution Adopting a “Policy on Media Relations” (RESOLUTION 2022–006) (Standing Committee on Policy / Committee of the Whole)
- (4) A Resolution Establishing Consistent, Year-Round Hours of Service on Sundays (RESOLUTION 2022–007) (Standing Committee on Policy / Committee of the Whole)
- (5) Personnel Complement Detail and Authorized Personnel Strength (Standing Committee on Policy / Committee of the Whole)

Trustee Fasano left the meeting involuntarily at 6:06 p.m.; her electronic connection was lost.

In Trustee Fasano’s absence, Trustee Russo appointed Trustee Deitchman as Secretary pro tempore.

Seconded by Trustee Larson. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 5–0, with 2 members absent.

6. **Approve the Agenda**

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

Motion by Trustee Ford to approve the agenda, as presented. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 5–0, with 2 members absent.

Trustee Fasano returned to the meeting at 6:08 p.m. and resumed her role as Secretary.

7. **Financial Reports: March 2022**

- 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 the state of the budget.

In response to a question from Trustee Fasano on the source of surplus funds, the bulk of which will transfer to the Special Reserve Fund, McKane noted that several factors, including but not limited to the Library’s modest employee turnover rate and annual fluctuations in certain operating expenses, such as electric and natural gas utility charges and snow-removal services, result in surplus funds each year.

8. **President’s Report**

- **Board of Library Trustees: Self-Evaluation:** Trustee Russo encouraged each Trustee to complete the self-evaluation.
- **Board of Library Trustees: Future Meetings:** In response to a question from Trustee Russo, discussion followed on whether to return to in-person meetings in June 2022.

The consensus of the Board was to return to in-person meetings in June.

In response to a question from Trustee Russo, discussion followed on whether to begin in-person meetings at 6:00 p.m., the current starting time for electronic meetings, or 6:30 p.m., or 7:00 p.m., the long-time, traditional starting time prior to the pandemic.

The consensus of the Board was to begin its meetings at 6:30 p.m., at least initially, and adjust the starting time as needed.

In response to a question from Trustee Larson, discussion followed on whether to conduct hybrid meetings for the convenience of staff and community members.

Director Scheetz reported that Lisa M. Moore, the Library’s Human Resources Manager / Executive Assistant, and Andrea L. Alwin, the Library’s Administrative Assistant, are investigating the equipment needed to conduct a successful hybrid meeting.

In response to a question from Trustee Culotta, discussion followed on whether Trustees were allowed to participate remotely in hybrid meetings.

Director Scheetz reported that Trustees are allowed to participate remotely in hybrid meetings while the “Gubernatorial Disaster Proclamation” in relation to novel coronavirus disease 2019 (COVID-19) is in effect, pursuant to *special rules* authorized by the Government Emergency Administration Act (Public Act 101–0640; eff. 6/12/20).

However, at such time as the “Gubernatorial Disaster Proclamation” is no longer in effect, *normal rules* apply, that is, if a quorum of the Trustees is physically present, then a majority of the Trustees body may allow a Trustee to attend remotely by video or audio conference if the member is prevented from physically attending due to (1) personal illness or disability; (2) employment purposes or business of the public body; or (3) a family or other emergency.

In response to a question from Trustee Culotta, discussion followed on whether BATV would resume filming the Board’s meetings, and whether it was necessary to conduct a hybrid meeting if BATV was filming the Board’s meetings, and vice versa.

Trustee Fasano stated that she would follow up with BATV about filming the Board’s meetings.

In summary:—

- The Trustees will return to in-person meetings in June, effective with the Committee of the Whole meeting on Thursday, 9 June 2022.
- Meetings will begin, at least initially, at 6:30 p.m., and the Board will adjust the starting time as may be needed.
- The Library will acquire the equipment needed to conduct successful hybrid meetings.
- Trustee Fasano will follow up with BATV about filming the Board’s meetings.

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

Prom Dress Giveaway: Trustee Ford gave kudos to the organizers of the Prom Dress Giveaway, which is presented by CHIP IN Batavia¹ and the Library.

From the CHIP IN Batavia newsletter:—

It was a great Prom Dress Giveaway!

We held our event on March 12, at the Kane Vax Hub, thanks to the Kane County Health Department. We had a lot of great volunteers, and our partnership with the Batavia Public Library was fantastic. We had over 1,000 dresses donated (many from 2020, when we could not hold the giveaway for 2 years). Over 500 dresses were given away at the event. Another 400 were donated to East Aurora HS, Chicago schools, All Dressed Up (the ones students and their moms would not wear!!!). We kept a few boxes for next year. All the shoes, jewelry and accessories were given out. Thank you to so many that donated such beautiful dresses & accessories!

¹CHIP IN Batavia was organized in 2013 when a community member discovered that there were more than 50 students in Batavia living in temporary housing. “CHIP IN” means “community helpers impacting people in need.”

The mission of CHIP IN Batavia is “To support students and families of BPS District 101 in temporary housing situations and those who are on free or reduced lunch program. We ensure that students who are facing financial obstacles have their needs met to be successful in school and to participate in the same programs and activities as all students.”

Friends of the Batavia Public Library: Trustee Ford reported that the Annual Meeting & Brunch of the Friends of the Batavia Public Library will take place on Saturday, 30 April 2022, at 10:00 a.m.

10. **Correspondence and Communications**

There were no additional items of correspondence and communications.

11. **Director's and Librarians' Reports**

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.

In response to a question from Trustee Larson, discussion followed on the popularity of eMedia services, such as Kanopy, Hoopla, and others.

Stacey L. Peterson, the Library's Adult Services Manager, observed that Batavia's most popular services, based on use, are Hoopla and OverDrive—known as eMedia Library in Illinois—including Libby, powered by OverDrive, which is a newer application for eBooks and eAudiobooks.

Peterson encouraged the use of Access 360—known in Illinois as eRead Illinois—which often has titles not available on other applications.

Trustee Russo and Trustee Larson remarked on the popularity of the “Frog Lady,” a herpetology expert who presented a showcase of over 20 live reptiles and amphibians on 31 March 2022.

12. **Future Agenda Items**

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

13. **Next Meetings or Events**

- a. *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.)*
- b. *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*
- c. *Children's Book Week (104th Annual Observance), Monday–Sunday, 2–8 May 2022 — “A great nation is a reading nation.”—Melcher*
- d. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***

- f. **Sunday before Memorial Day**, Sunday, 29 May 2022, Library Closed
- g. **Memorial Day** (last Monday in May), Monday, 30 May 2022, Library Closed [F]
- h. {NEW} **New Year-Round Hours on Sunday Begin** (12:00–5:00 p.m.) (Sunday after Memorial Day), Sunday, 5 June 2022
- i. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 June 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- j. **Flag Day**, Tuesday, 14 June 2022 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”
- k. {NEW} **Juneteenth**, Sunday, 19 June 2022 — officially “Juneteenth National Independence Day” [F; 5 U.S. Code 6103] and “Juneteenth National Freedom Day” [I; Public Act 102–0014] — specifically, to commemorate an announcement on 19 June 1865 by U.S. General Gordon Granger, which informed Texas that “all slaves are free” — Library Open [F]
- l. **Board of Library Trustees (Regular Meeting), Tuesday, 21 June 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- m. **ALA Annual Conference** (Washington, District of Columbia), Thursday–Tuesday, 23–28 June 2022
- n. **Independence Day**, Monday, 4 July 2022, Library Closed
- o. ~~**Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 July 2022**~~ CANCELLED
- p. **Board of Library Trustees (Regular Meeting), Tuesday, 19 July 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- q. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 August 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- r. **Board of Library Trustees (Regular Meeting), Tuesday, 16 August 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- s. **Staff Development Day** (4th Friday in August), Friday, 26 August 2022, Library Closed
- t. **Library Card Sign-Up Month**, September 2022 — launched in 1987 as a national campaign: “every child should obtain a library card”
- u. **Sunday before Labor Day**, Sunday, 4 September 2022, Library Closed
- v. **Labor Day** (1st Monday in September), Monday, 5 September 2022, Library Closed [F]
- w. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 September 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**

14. **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 Larson, aye; Trustee Russo, aye. The motion carried, 6-0, with 1 member absent.

Trustee Russo declared the Regular Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Daniel R. Russo
President

Marianne E. Fasano
Secretary