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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 5 May 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, Elizabeth P. Larson, and Daniel R. Russo

Committee Members 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: 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 Fasano to approve the agenda, as presented. 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.

5. **Approve the Minutes**

- a. Closed Session, Thursday, 4 November 2021
- b. Closed Session, Thursday, 6 January 2022
- c. Committee of the Whole Meeting, Thursday, 3 February 2022
- d. Committee of the Whole Meeting, Thursday, 3 March 2022

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

In the absence of changes, Trustee Russo asked whether there was any objection to acting on the minutes collectively. There was no objection.

Motion by Trustee Larson to approve the minutes of the Committee of the Whole collectively, as presented. 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.

6. **An Ordinance Adopting a “Policy on Service to Non-Residents”** (ORDINANCE 2022–002) (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to request the Board of Library Trustees to approve a revised “Policy on Service to Non-Residents,” which supplements an existing “Policy on Borrowing Privileges.”

Director Scheetz reported that the Board is required to decide, each year, whether it will serve non-residents. It is useful to define the Library’s service to non-residents in a formal policy statement that includes a detailed explanation of the fees and provides more detail in implementing Section 30–55.60 of the Public Library District Act of 1991 [75 ILCS 16/30–55.60]. Discussion followed.

Director Scheetz reported that the proposed policy incorporates the following changes from the policy currently in force:—

- Sections (7)–(9) and (12)(e)–(f), the language for which was tentative in 2021, are now in effect, the result of several changes to the Illinois Administrative Code, which were added or amended at 45 Ill. Reg. 9538 (eff. 7-19-2021).

- Section (10) is completely new. The language for this section is tentative, pending final approval of the statutory authority (Senate Bill 3497, which would amend 75 ILCS 16/55.60) and final approval of proposed changes to the Illinois Administrative Code by the Joint Committee on Administrative Rules.
- Section (11) was updated to include cross-references to Sections (8)–(9).
- In Section (12)(c) and Section (12)(g), the tax rates and total income from local property tax sources were updated with the most the current information for 2021–2022 (Tax Year 2020).

In response to a question from Trustee Larson, Director Scheetz presented the following report on the number of non-resident cards in force.

Demand for Service: Ironically, the Library’s location in a geographical area that is rich with public libraries has resulted in relatively few non-residents applying for borrower’s cards.

Since the last report (May 2021), the Library has collected fees for two (2) non-resident households.

In addition, the Library currently has twelve (12) cards in force that were issued to non-residents who own taxable property within the Batavia Public Library District, for which no fee was charged (by law).

In response to a question from Trustee Fasano, Director Scheetz presented the following report on how typical non-resident fees are calculated.

For eligible non-residents who own taxable property outside the Batavia Public Library District: From the most recent property tax bill, use the library tax rate or equivalent, including all special levies. Use the taxable value of the property; that is, the assessed valuation of the non-resident property owner’s principal residence on an individual, case-by-case basis. Calculate the fee by multiplying the taxable value of the property by the tax rate stipulated by the Board of Library Trustees. In this manner, “The property owner will pay the same amount as would be paid if the property were in the library service area.” [23 Ill. Adm. Code 3050.60]

Exception: In situations in which an owner does not yet have an up-to-date property tax bill (e.g., an owner’s house was just built or purchased), the non-resident fee shall be based on the Illinois State Library “General Mathematical Formula,” which divides the Library’s income from local property tax sources by its service population, and then multiplies the result by the average number of persons per household in its service area (\$470.00 in the newly proposed policy statement).

For eligible non-residents who lease or rent their primary residence outside the Batavia Public Library District: The Library shall follow the requirements set forth in Section 3050.60 of the Illinois Administrative Code [23 IL ADC 3050.60], which states: “The library shall ... charge a minimum of 15 percent of the monthly rent as the annual non-resident fee....” Residents (also known as users or visitors) of Fermi National Accelerator Laboratory (Fermilab) are subject to this fee.

Trustee Ford expressed reservations about the “Cards for Kids” requirements and proposed a change in policy to allow all non-resident students to receive a free library card. A lively discussion ensued on non-resident students, non-resident minors, and related topics.

Trustee Ford suggested an approach similar in nature to the special relationship between Wood Dale Public Library District and Wood Dale School District 7,¹ or perhaps an intergovernmental agreement by and between the Library and Batavia School District 101. Discussion followed.

Director Scheetz offered to investigate the options suggested by Trustee Ford. Discussion followed.

The consensus of the Committee of the Whole was to defer the “Policy on Service to Non-Residents” to the Regular Meeting on Tuesday, 17 May 2022.

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

Trustee Russo stated that the purpose of this agenda item was to review and recommend that the Board of Library Trustees approve the Working Budget for 2022–2023.

Director Scheetz reported that the proposed Working Budget, which was included in the Committee packet, was designed to provide greater detail in revenues and expenditures than the combined Annual Budget and Appropriation, which is required by statute.

The proposed Working Budget for 2022–2023 was developed by H. Joseph McKane, Library Accountant / Financial Specialist, under the guidance of the Library Director.

Working Budget

H. Joseph McKane, the Library’s Finance Specialist, provided an introduction to the Working Budget, as well as an overview of the guidelines established by the Committee of the Whole in March–April.

In summary, the budget as presented is a *balanced budget*.

- **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)

The proposed Working Budget includes 12.3% for books and other materials, an increase of \$73,000 from Fiscal Year 2022.

- **Reserve Funds:**² 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

The proposed Working Budget includes a transfer of \$300,000 from the Library Fund to the Special Reserve Fund.

For the current fiscal year (2021–2022), the following amounts are projected to transfer from the Library Fund to the Special Reserve Fund:—

¹Wood Dale is served by Wood Dale School District 7 and Fenton Community High School District 100, which serves Bensenville and Wood Dale.

²This guideline was approved by the Board of Library Trustees in March 2022.

\$ 600,000	<i>Budget for Transfer to Special Reserve Fund</i>
<u>270,000</u>	<i>Additional Amount (Preliminary Estimate)</i>
\$ 870,000	<i>Total Transfer for 2021–2022</i>

- **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.

The proposed Working Budget includes funds for this purpose.

New Positions: Budget approximately \$145,000 for new positions, effective 1 July 2022.

The proposed Working Budget includes funds for this purpose.

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

The proposed Working Budget meets this guideline.

In response to a question from Trustee Culotta, discussion followed on the scope of the “Automation Services” expense code, which McKane noted was for outside professional services for information technology services from Webit Services Inc., of Naperville, Illinois.

Trustee Culotta, as Board Treasurer and chair of the Standing Committee on Finance, expressed her support for the Working Budget, which she described as conservative, and praised its appropriate emphasis on the Library’s reserves. Discussion followed.

Trustee Russo expressed his delight that the Working Budget exceeded the standard (12%) for books and other materials.

Director Scheetz commended McKane for his outstanding work on the Working Budget and all things financial. He noted that the Library’s property tax revenues were significantly limited by the Property Tax Extension Limitation Law (PTELL).³

The consensus of the Committee supported the Working Budget for 2022–2023.

³The Property Tax Extension Limitation Law (PTELL) is designed to limit the increases in property tax extension (total taxes billed) for non-home rule taxing districts. Although the law is commonly referred to as “tax caps,” use of this phrase can be misleading. The PTELL does not “cap” either individual property tax bills or individual property assessments. Instead, the PTELL allows a taxing district to receive a limited inflationary increase in tax extensions on existing property plus an additional amount for new construction.

The limit slows the growth of revenues to taxing districts when property values and assessments are increasing faster than the rate of inflation. As a whole, property owners have some protection from tax bills that increase only because the market value of their property is rising rapidly.

The limiting rate is calculated, for each taxing district, by the county clerk to implement PTELL. The sum of a district’s rates extended for those funds subject to the PTELL cannot exceed this limiting rate. After calculating preliminary rates for the funds, the county clerk will compare the sum of these rates to the limiting rate. If this sum exceeds the limiting rate, the county clerk will reduce each rate proportionally, unless instructed by a taxing district to reduce them in a different way.

Motion

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve the Working Budget for 2022–2023, as presented. Seconded by Trustee Deitchman. 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.

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

8. **Parking Lot: Sealcoat and Stripe** (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Safeguard Sealcoating Inc., of Batavia, Illinois, to sealcoat and restripe the Library parking lot.

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

Director Scheetz observed that the parking lot was completely replaced in 2018. He reported that both Schroeder Asphalt Services Inc. and Building Technology Consultants Inc. recommended that the Library sealcoat the parking lot every two years. Safeguard Sealcoating Inc. suggested sealcoating in 2020, then every two years thereafter.

Proposals

The Library received five proposals to sealcoat and restripe the Library’s parking lot, as follows (in ascending order):—

\$ 6,649.03	Safeguard Sealcoating Inc. (Batavia, Illinois)
\$ 9,513.00	Midwest Sealcoat Inc. (Batavia, Illinois)
\$ 11,750.00	AC Ready Mix LLC ⁴ doing business as AC Paving LLC (Batavia, Illinois)
\$ 13,984.00	RG Stamping LLC ⁵ doing business as RG Asphalt & Concrete (Elgin, Illinois)
\$ 17,355.00	Maul Paving Inc. (Naperville, Illinois)

The Library’s Facilities Services Manager recommended entering into an agreement with Safeguard Sealcoating Inc. for reasons of price and known quality of performance and service. Discussion followed.

In response to a question from Trustee Russo, discussion followed on the contractor’s past service.

Motion

The consensus of the Committee supported the proposal from Safeguard Sealcoating Inc.

Motion by Trustee Larson to recommend that the Board of Library Trustees approve a proposal to sealcoat and restripe the Library parking lot from Safeguard Sealcoating Inc., of Batavia, Illinois, in the amount of \$6,649.03, as presented. Seconded by Trustee Ford. Roll Call: Trustee Culotta, aye; Trustee

⁴Entity is AC Ready Mix LLC doing business as AC Paving LLC, as well as Asphalt & Concrete Paving LLC.

⁵Entity is RG Stamping LLC doing business as RG Asphalt & Concrete. RG refers to the principal, Ramon Gavina.

Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

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

Looking Ahead

Director Scheetz noted that, beginning in 2020, the ongoing plan is to sealcoat and restripe the parking lot every two years in even-numbered years.

9. **Concrete Repairs** (Advanced Paving Solutions Inc.): **RATIFY Change Order #1** (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees ratify Change Order #1.

Director Scheetz reported that he approved Change Order #1 in consultation with Trustee Deitchman, as chair of the Standing Committee on Facilities, as authorized by the Board of Library Trustees.

The Board of Library Trustees approved the following motion on Tuesday, 15 March 2022.

MOVED, to

- (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.*

Trustee Deitchman described the scope of work, which was to remove and replace approximately 440 square feet of 5-inch concrete sidewalk at the Library's main entrance at a cost of \$14.35 per square foot (\$6,314.00). The new contract sum is \$63,582.04, which was adjusted to reflect the allowance for additional work in the Base Bid.

At Director Scheetz's request, Trustee Deitchman reviewed the scope of work and cost basis for Change Order #1. The work was determined to be necessary, time-sensitive, and cost-appropriate. Therefore, with Trustee Deitchman's consent, Change Order #1 was approved by Director Scheetz.

Trustee Russo expressed his appreciation to Trustee Deitchman for his expertise and input on this project.

Motion by Trustee Deitchman to recommend that the Board of Library Trustees ratify Change Order #1 in the amount of \$6,314.00, as presented. 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 one member absent.

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

10. **Biannual Review of Closed Sessions**, as required by 5 ILCS 120/2.06(d) (Board Secretary)

Trustee Russo stated that the purpose of this agenda item was to describe the required review of minutes and recordings of past closed sessions and recommend whether to release such minutes and recordings.

Director Scheetz reported that the Board of Library Trustees is required to review the status of minutes and recordings (“verbatim records”) of past closed sessions that are still considered “closed” every six months, and to decide whether to release (or “open”) such minutes and recordings.

Trustee Fasano and Director Scheetz reviewed the verbatim records in question and the written minutes in question on Friday, 26 April 2022. An annotated “Record of Closed Sessions” from 1 January 1995 to date was included in the Committee packet.

They identified zero (0) sets of written minutes that no longer require confidential treatment and should be available for public inspection. In conjunction with the review of the written minutes, they identified one (1) recording that is eligible for destruction, which was identified in the aforementioned “Record of Closed Sessions.” Discussion followed.

Motion by Trustee Ford to recommend that the Board of Library Trustees approve the determinations as noted on the attached “Record of Closed Sessions,” as presented (and summarized in the Committee report). Seconded by Trustee Larson. 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.

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

11. **Succession Plan** (Progress Report 3)

Trustee Russo stated that the purpose of this agenda item was to demonstrate progress on the proposed “Succession Plan.”

Director Scheetz noted that this action item was related to Goal B–1 of the Annual Goal Plan for Library Director (2021–2022): “Succession Issues: Create a succession plan for key positions in the Library’s personnel complement.”

Overview

Director Scheetz reported that the purpose of the Succession Plan was to (a) reflect Batavia Public Library’s values by ensuring that the continued success of the organization remains a high priority and (b) facilitate the smooth, efficient continuation and/or transition of leadership in case of temporary (short-term or long-term) or permanent, planned or unplanned absences for any reason.

As updated from Progress Reports 1–2, the Succession Plan will encompass the following key leadership positions:—

- Library Director
- Assistant Library Director [FUTURE POSITION]
- Deputy Director / Youth Services Manager
- Library Accountant / Finance Specialist
- Human Resources Manager
- Adult Services Manager
- Technical Services Manager

- Circulation Services Manager
- Assistant Circulation Services Manager [TENTATIVE]
- Facilities Services Manager
- Promotional Services Manager
- Graphic Designer / Webmaster
- Electronic Services / Information Technology Function [TENTATIVE; CURRENTLY OUTSOURCED]

Director Scheetz noted that the following elements would apply to each key leadership position.

Basic Requirements: The education, experience, and competencies required for each key leadership position are identified in the applicable job descriptions.

Strengths: To help determine which innate tendencies work well for each key leadership position, to include in the Succession Plan, the Human Resources Manager will carry out a talent assessment based on the incumbent for each position.

Reference Guide: As a requirement of the proposed Succession Plan, each key leadership position is responsible for developing a new, or updating an existing, “reference guide,” that is, a manual of operations and procedures.

Lisa M. Moore, the Library’s Human Resources Manager, who is the project manager for the Succession Plan, described the talent assessment.

She plans to use the CliftonStrengths Assessment (formerly Clifton StrengthsFinder) to measure each position’s talents—natural patterns of thinking, feeling, and behaving—and categorize them in 34 CliftonStrengths themes. The assessment involves 177 questions / paired statement and takes about 30 minutes to complete. The data gathered from the assessment will contribute to the Succession Plan. Discussion followed.

In response to a question from Trustee Russo, discussion followed on the CliftonStrengths reports, which Moore noted will identify each position’s Top 5 strengths.

Trustee Culotta remarked that she has used the CliftonStrengths Assessment and found it useful.

Trustee Russo expressed his appreciation to Ms. Moore for her work on this project.

12. **Intergovernmental Personnel Benefit Cooperative (IPBC) for Group Medical Insurance**

Trustee Russo stated that the purpose of this agenda item was to provide to the Board of Library Trustees a status report and information on renewal rates on the Library’s participation in the Intergovernmental Personnel Benefit Cooperative (IPBC).

Overview / Board Education

Director Scheetz reported that, at the City of Batavia’s invitation, the Library took advantage of a great collaborative opportunity to participate in a governmental insurance consortium—the Intergovernmental Personnel Benefit Cooperative (IPBC)—as a Listed Entity under the sponsorship of the City of Batavia, effective 1 January 2021.

In September 2020, the Board of Library Trustees, upon the recommendation of the Standing Committee on Policy and with the support of the Human Resources Manager and Library Director, approved “A Resolution Authorizing the Execution of an Intergovernmental Agreement by and between the City of

Batavia and the Batavia Public Library for the Purpose of Adding the Library as a Listed Entity under the City of Batavia’s Membership in the Intergovernmental Personnel Benefit Cooperative (IPBC)” (Resolution 2020–009).

The initial term of the Library's participation as a Listed Entity was 18 months, effective 1 January 2021. The total “health renewal premium change” percentage for the Library was +6.50% (overall), effective 1 January 2021, which was guaranteed not to change for 18 months (until 1 July 2022).

The Library currently extends group medical insurance to employees working 30+ hours per week on a pro-rata basis.

The Library currently is enrolled in three plan options—one Health Maintenance Organization (HMO) plan, one Preferred Provider Organization (PPO) plan, and one selected-network PPO—with BlueCross BlueShield of Illinois. The broker for IPBC is Arthur J. Gallagher & Co.

The current contribution rates *for full-time employees* for all three plan options are illustrated in the following chart.

Contribution Rates	Employee Plan	Dependent Plans
BlueAdvantage HMO	95% Library / 5% Employee	45% Library / 55% Employee
BlueChoice Select	95% Library / 5% Employee	45% Library / 55% Employee
BluePrint PPO	90% Library / 10% Employee	40% Library / 60% Employee

For purposes of illustration, the detailed contribution rates (for full-time employees and part-time employees) for the BlueAdvantage HMO plan are as follows:—

Qualification	Employee Plan	Dependent Plans
Full-Time Employees	95% Paid by Library	45% Paid by Library
Part-Time Employees Working 30+ Hours / Week	Pro Rata Example: 30 Hours / Week = 75% of 95% = 71.25% Paid by Library	Pro Rata Example: 30 Hours / Week = 75% of 45% = 33.75% Paid by Library)

Renewal Rates

Director Scheetz reported that the renewal term of the Library's participation as a Listed Entity is 12 months, effective 1 July 2022. The total “health renewal premium change” percentage for the Library is –5.6% (overall), effective 1 July 2022. (Yes, the rates went down!)

No further action is required by the Board of Library Trustees. This report is provided for purposes of information only.

In addition to group medical insurance, the IPBC provides the Library’s group life insurance, group dental insurance, and an employee assistance program (EAP).

The consensus of the Committee of the Whole was supportive of the Library’s participation in IPBC and delight in the good news that group medical insurance rates went down.

13. **Board of Library Trustees: Self-Evaluation**

Trustee Russo stated that the purpose of this agenda item was for the Board of Library Trustees to review the results of the self-appraisal process.

Introduction

Trustee Russo reported that Past President Jo Ann Smith developed (in 2021) a model for self-evaluations for the Board of Library Trustees.⁶

In 2021, two goals (for the Trustees) were identified as the result of the process:—

1. **Efficient Meetings:** To continue making meetings more efficient, and
2. **Succession Plan:** To develop a succession plan (or a policy on succession) for key positions in the Library's personnel complement.

Results of Self-Appraisal Process (2022)

Trustee Russo reported that a compilation of the survey results was distributed to the Committee of the Whole in advance of the meeting. The top two priorities / areas of focus were identified as follows:—

1. **Succession Plan:** To continue working on the Succession Plan, and
2. **Architectural Work:** To work on the renovation / architectural project.

Trustee Russo stated that, for 2022, the assessment was organized in three different categories, including Individual Areas, Role of the Trustee, and Relations with the Director. In summary:—

Individual Areas

- Trustees are familiar with bylaws, library laws, and service projects
- Trustee frequently visit the Library
- Trustees have opportunities for growth, including participating in community events, joining organizations, and participating in continuing education

Role of the Trustee

- Trustees are prepared for meetings
- Trustees read the reports
- Trustees act professionally
- Trustees have opportunities for growth, including understanding how urgent matters are handled in between meetings

Board Relations with the Director

- Trustees trust the judgment of the Director
- Director is appropriately involved in meetings
- Trustees comply with the Open Meetings Act
- Trustees have opportunities for growth, including working with the Director to develop a new strategic plan and review policy statements

And, in a related category:—

⁶For more information, see the Committee of the Whole minutes for Thursday, 4 March 2021.

Trustees Want to Know More About the Following Functions

- Architectural work / renovation projects
- Budgeting process

Discussion followed.

Trustee Russo noted that another area of interest was orientation for new Trustees and Board education.

Trustee Culotta and Trustee Deitchman expressed their appreciation for Trustee Russo's work on the self-evaluation process, which, they said, was introspective and a good way to gather information in a timely manner.

The consensus of the Committee supported the findings, as presented.

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

Batavia Access Television Inc.: Trustee Fasano reported that BATV is happy to resume recording the Board of Library Trustees' in-person meetings, beginning in June.

She noted that the public-access channel's new location, which unfortunately no longer includes a studio, is less than 50% the size of the former space at Batavia High School. Discussion followed.

Minutes: In response to an observation by Trustee Culotta, discussion followed on the minutes of the Board of Library Trustees and its subsidiary bodies.

Friends of the Batavia Public Library: In response to a question from Trustee Larson, Trustee Ford presented a report on the recent Annual Meeting & Brunch of the Friends of the Batavia Public Library.

Teacher Appreciation Week: In honor of Teacher Appreciation Week (1–7 May 2022), Trustee Russo recognized the collaborative spirit that exists between teachers and the Batavia Public Library. They have found synergy.

15. **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
Deferred for Fiscal Year 2021–2022
- Walk the Property
- Wi-Fi System
- Annual Schedule of Capital Projects (July–August 2022)
- Update Capital Asset Study (July 2022–March 2023)
- 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.

- Policy on Fines and Fees (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)
- Working Budget for 2023–2024 (May–June 2023)

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]
- New Job Descriptions
- 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–May 2022)
- Personnel Complement Detail and Authorized Personnel Strength (June 2022)

16. **Next Meetings or Events**

- a. *Children’s Book Week (104th Annual Observance), Monday–Sunday, 2–8 May 2022 — “A great nation is a reading nation.”—Melcher*
- b. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- c. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- d. ***Sunday before Memorial Day, Sunday, 29 May 2022, Library Closed***
- e. ***Memorial Day (last Monday in May), Monday, 30 May 2022, Library Closed [F]***
- f. {NEW} ***New Year-Round Hours on Sunday Begin (12:00–5:00 p.m.) (Sunday after Memorial Day), Sunday, 5 June 2022***
- g. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 June 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — Note: In-Person Meeting; New Time***
- h. *Flag Day, Tuesday, 14 June 2022 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”*
- i. {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]*
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 June 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — Note: In-Person Meeting; New Time***

- k. ALA Annual Conference (Washington, District of Columbia), Thursday–Tuesday, 23–28 June 2022
- l. **Independence Day**, Monday, 4 July 2022, Library Closed
- m. ~~Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 July 2022 CANCELLED~~
- n. **Board of Library Trustees (Regular Meeting)**, Tuesday, 19 July 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — **Note: In-Person Meeting; New Time**
- o. **Board of Library Trustees (Committee of the Whole Meeting)**, Thursday, 4 August 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — **Note: In-Person Meeting; New Time**
- p. **Board of Library Trustees (Regular Meeting)**, Tuesday, 16 August 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — **Note: In-Person Meeting; New Time**
- q. **Staff Development Day** (4th Friday in August), Friday, 26 August 2022, Library Closed
- r. **Library Card Sign-Up Month**, September 2022 — launched in 1987 as a national campaign: “every child should obtain a library card”
- s. **Sunday before Labor Day**, Sunday, 4 September 2022, Library Closed
- t. **Labor Day** (1st Monday in September), Monday, 5 September 2022, Library Closed [F]
- u. **Board of Library Trustees (Committee of the Whole Meeting)**, Thursday, 8 September 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — **Note: In-Person Meeting; New Time**

17. **Adjournment**

Motion by Trustee Russo to adjourn the meeting. Seconded by Trustee Deitchman. 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 Committee of the Whole meeting adjourned at 7:06 p.m.

Respectfully submitted,

Daniel R. Russo
President

Marianne E. Fasano
Secretary

