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## MINUTES

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

#### *Regular Meeting*

Tuesday • 17 May 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**

Alexandra "Ali" Larson, Trustee Larson's daughter, recited the Pledge of Allegiance.

Trustee Culotta arrived at 6:03 p.m.

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 (arrived at 6:03 p.m.), 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, Patricia A. Leonard (arrived at 6:59 p.m.), H. Joseph McKane, Kathy A. Moecher, Stacey L. Peterson, and Joanne C. Zillman

**Visitors Present via Electronic Means:** None

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) Closed Session, Tuesday, 20 April 2021
- (2) Regular Meeting, Tuesday, 19 April 2022

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): April 2022, including General Fund Checks (3657–3742) in the amount of \$109,567.70, Online Debit Charges in the amount of \$49,722.06, and Payroll Checks & Taxes in the amount of \$164,883.68, for a grand total of \$324,173.44 in expenditures

c. **Other Action Items**

- (1) Working Budget for 2022–2023 (Standing Committee on Finance / Committee of the Whole)
- (2) Parking Lot: Sealcoat and Stripe (Standing Committee on Facilities / Committee of the Whole)
- (3) Concrete Repairs: RATIFY Change Order #1 (Advanced Paving Solutions Inc.) (Standing Committee on Facilities / Committee of the Whole)
- (4) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary / Committee of the Whole)

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.

6. **Approve the Agenda**

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

Motion by Trustee Larson to approve the agenda, as presented. Seconded by Trustee 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.

7. **Financial Reports: April 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 request from Director Scheetz, McKane presented a report on the Personal Property Replacement Tax.

8. **President’s Report**

- **Committee of the Whole in June:** Due to the scheduled absence of three Trustees, Trustee Russo proposed changing the date of the in-person Committee of the Whole meeting from June 9 to June 2. Discussion followed.

The consensus of the Trustees was to change the date of the Committee of the Whole meeting to Thursday, 2 June 2022, at 6:30 p.m.

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

**Friends of the Batavia Public Library:** Trustee Ford presented a report on the Friends of the Batavia Public Library, with which, beyond her role as Official Representative, she is now happily engaged as an active volunteer.

10. **Correspondence and Communications**

The following item of correspondence was included in the Board packet.

- Letter from the Illinois Municipal Retirement Fund (IMRF), which reported the “Preliminary Notice of Illinois Municipal Retirement Fund Contribution Rate for Calendar Year 2023” for the Batavia Public Library District (April 2022)

Director Scheetz shared the news that the rate for IMRF (Illinois Municipal Retirement Fund) declined to 8.16% for this year.

In response to a question from Director Scheetz, McKane noted that this change would have a positive impact on the Library’s budget.

There were no additional items of correspondence and communications.

11. **Director’s and Librarians’ Reports: April 2022**

Director Scheetz noted that written reports were included in the Board packet. At the Board’s request, there were no oral reports at the meeting.

Trustee Russo asked whether there were any questions regarding the reports.

In response to a question from Trustee Larson, Joanne C. Zillman, the Library's Deputy Director / Youth Services Manager, presented an overview of the Library's Emergency Procedures, including a description of recent changes related to the Library's new telephone system.

In response to a question from Trustee Russo, Stacey L. Peterson, the Library's Adult Services Manager, described the Library's newest online database, the Value Line investment research database.

Value Line is best known for publishing the "The Value Line Investment Survey," a stock analysis newsletter that has long been one of the most highly regarded and widely used independent investment research resources in global investment and trading markets.

Peterson noted that the Library has subscribed to the print edition of Value Line for years. "We are excited to offer this highly respected information source to the Library's patrons electronically, accessible from the comfort of their own home or workplace," she said.

12. **An Ordinance Adopting a "Policy on Service to Non-Residents"** (ORDINANCE 2022-002) (Standing Committee on Policy / Committee of the Whole)

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

He noted that the Committee of the Whole, at its meeting on Thursday, 5 May 2022, made no recommendation to the Board of Library Trustees and deferred consideration "An Ordinance Adopting a 'Policy on Service to Non-Residents'" (Ordinance 2022-002) to the Board of Library Trustees.

Director Scheetz reported that Section (10) of the "Policy on Service to Non-Residents" 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 (4) and create a whole new type of non-resident, "minor children"). In addition, the regulatory authority for this section is not yet taken up by the Joint Committee on Administrative Rules. As a result, the provisions are not yet in effect.

Director Scheetz observed that the practical effect of the new legislation, if signed into law, is to nullify the "Cards for Kids" legislation, except of course that "Cards for Kids" is mandatory and the proposed "non-resident minor children" legislation is optional.

A lively discussion ensued on a variety of topics, including but not limited to intergovernmental agreements, demand for service by non-residents, and the difference between non-resident cards for students ("Cards for Kids") and non-resident cards for minor children.

In response to a question from Trustee Russo, Director Scheetz noted that, on a practical level, Batavia receives few requests for non-resident cards of any type, and none (thus far) for non-resident students, the result of Batavia's geographical location and the lack of adjacent territory that is not served by a public library. As a result, there are relatively few non-residents in this area. Discussion followed.

At such time as the new statute may go into effect,<sup>1</sup> since the provisions for non-resident minor children are optional, Director Scheetz recommended that the Board of Library Trustees not waive the non-resident fee for non-resident minor children, for the following reasons.

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<sup>1</sup>Senate Bill 3497 was signed into law on 13 May 2022 and encoded as Public Act 102-0843 (eff. 5/13/2022).

- The proposed statute conflicts with existing provisions for non-resident students, colloquially known as the “Cards for Kids” legislation, which was thoughtfully designed to provide a benefit to students in need.
- Such overly broad initiatives are neither fair nor equitable to residents of the Batavia Public Library District, which is supported by their property taxes.
- Access for all family members, including minor children, is provided with a borrower’s card issued to eligible non-residents, as described in the policy.

Discussion followed.

Motion by Trustee Ford to approve “An Ordinance Adopting a ‘Policy on Service to Non-Residents’” (Ordinance 2022–002), *as amended to waive the fee for non-resident minor children*. Seconded by Trustee Larson. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, nay; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, nay. The motion carried, 4–2, with one member absent.

Leonard arrived at 6:59 p.m.

13. **A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET / OCLC Services Program Renewal Agreement, Fiscal Year 2023”** (Illinois State Library) (RESOLUTION 2022–008) (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to approve the “ILLINET / OCLC Services Program Renewal Agreement, Fiscal Year 2023.”

Director Scheetz noted that the Renewal Agreement was not received in time for the Committee of the Whole meeting in May, so the Committee did not review the proposal. This item was deemed time-sensitive by the Library Director and was forwarded to the Board of Library Trustees for action.

Director Scheetz reported that the “ILLINET / OCLC Services Program” of the Illinois State Library provides Group Services pricing for the Batavia Public Library District, which includes unlimited use of many OCLC products and waived telecommunications charges. (ILLINET is the Illinois Network.)

OCLC (Online Computer Library Center) is a worldwide library cooperative. Founded in 1967, OCLC is a not-for-profit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing information costs.

The proposed Renewal Agreement supplements the Governing Member Agreement that was signed in Fiscal Year 2020. Discussion followed.

Motion by Trustee Fasano to approve “A Resolution Approving and Authorizing the Library Director to Execute the ‘ILLINET / OCLC Services Program Renewal Agreement, Fiscal Year 2023’” (Resolution 2022–008), 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.

In response to a question from Trustee Russo, discussion followed on interlibrary loan.

Director Scheetz noted that Batavia Public Library is the largest lender of interlibrary loan (ILL) in Illinois (the whole state!) and the second-largest borrower of ILL in Illinois. He stated his belief that the

best part of the story is that Batavia is nearly net zero; that is, Batavia borrows nearly as many books and other items as it lends.

14. **Future Agenda Items**

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

15. **Next Meetings or Events**

- a. ***Sunday before Memorial Day, Sunday, 29 May 2022, Library Closed***
- b. ***Memorial Day (last Monday in May), Monday, 30 May 2022, Library Closed [F]***
- c. {NEW} ***New Year-Round Hours on Sunday Begin (12:00–5:00 p.m.) (Sunday after Memorial Day), Sunday, 5 June 2022***
- d. {TENTATIVE} ***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***
- e. ***Flag Day, Tuesday, 14 June 2022 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”***
- f. {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]***
- g. ***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***
- h. ***ALA Annual Conference (Washington, District of Columbia), Thursday–Tuesday, 23–28 June 2022***
- i. ***Independence Day, Monday, 4 July 2022, Library Closed***
- j. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 July 2022 CANCELLED***
- k. ***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***
- l. ***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***
- m. ***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***
- n. ***Staff Development Day (4th Friday in August), Friday, 26 August 2022, Library Closed***
- o. ***Library Card Sign-Up Month, September 2022 — launched in 1987 as a national campaign: “every child should obtain a library card”***
- p. ***Sunday before Labor Day, Sunday, 4 September 2022, Library Closed***

- q. **Labor Day** (1st Monday in September), Monday, 5 September 2022, Library Closed [F]
- r. **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**
- s. **Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library** — **Note: In-Person Meeting; New Time**

16. **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 Regular Meeting adjourned at 7:06 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary