



Agenda Item # 5 a (1)

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## MINUTES

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

#### *Regular Meeting*

Tuesday • 21 June 2022

1. **Call to Order**

Trustee Russo called the Regular Meeting to order at 6:30 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Pledge of Allegiance**

3. **Call the Roll**

**Trustees 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

**Trustees Absent:** None

**Staff Members Present:** Director George H. Scheetz, Andrea L. Alwin, Stephanie A. DeYoung, Stacey L. Peterson, and Joanne C. Zillman

**Staff Members Present via Electronic Means:** Kerry K. Halter, H. Joseph McKane, Kathy A. Moecher, and Lisa M. Moore

**Visitors Present:** Audrey Karpf, volunteer, Batavia Access Television (BATV), Inc.; David P. Peebles

4. **Comments from the Audience**

David P. Peebles, a lifelong resident of Batavia, introduced himself and shared his thoughts on a variety of topics, including overdue fines, photocopier fees, staffing patterns at the Reference Desk, and the need for additional museum captions for the Library's collection of art and artifacts.

The Trustees expressed their appreciation to Mr. Peebles for his interest in and support of the Batavia Public Library.

Peebles left the meeting at 6:37 p.m.

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 Fasano to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

- (1) Regular Meeting, Tuesday, 17 May 2022

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): May 2022, including General Fund Checks (3743–3820) in the amount of \$117,016.78, Online Debit Charges in the amount of \$64,130.09, and Payroll Checks & Taxes in the amount of \$163,390.69, for a grand total of \$344,537.56 in expenditures

c. **Other Action Items**

- (1) An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2022–2023 (ORDINANCE 2022–003) (Standing Committee on Policy / Committee of the Whole)

Seconded by Trustee Hubbard. All: Aye. The motion carried.

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 Ford. All: Aye. The motion carried.

7. **Financial Reports:** May 2022

a. **Financial Reports:** May 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 Larson, discussion followed on end-of-year activities and accounting procedures.

b. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2022–2023”**

Trustee Russo noted that the Board of Library Trustees would hold a Public Hearing on the Annual Budget and Appropriation on Tuesday, 19 July 2022.

8. **President's Report**

- **Promotional Services**

Director Scheetz announced that Patricia A. Leonard, the Library's Promotional Services Manager, was retiring, effective 1 July 2022, and moving to Colorado.

Director Scheetz reported that Kristen L. Zambo was appointed as Promotional Services Manager, effective 28 June 2022.

- **Annual Meeting, Batavia Tax Increment Finance (TIF) Joint Review Board**

Trustee Russo reported that he would represent the Library at the Annual Meeting of the Joint Review Board on Thursday, 23 June 2022.

- **Appoint two (2) trustees (other than Secretary to perform audit of Secretary's records on or before September 1, as required by 75 ILCS 16 / 30-65 (c)**

Trustee Russo reported that two Trustees (other than the Secretary) were needed to conduct the annual Secretary's Audit.

Trustee Ford and Trustee Hubbard agreed to carry out this assignment.

- **Board Packets**

Trustee Russo requested Trustees to consider their preferences related to Board packets. In the meantime, the Business Office will continue to distribute printed packets (at the Check Out Desk) and electronic packets (via email).

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

**Egg Drop:** Trustee Larson gave kudos to the Library's Egg Drop, presented by Youth Services, which attracted a large, enthusiastic audience.

**Batavia Access Television (BATV):** Trustee Fasano, as the Library's Official Representative, presented a report on BATV and its activities.

The Trustees were excited to welcome back BATV, which has resumed recording Regular Meetings of the Board of Library Trustees.

**Friends of the Batavia Public Library:** Trustee Ford presented a report on the Friends of the Batavia Public Library and announced that the next Book Sale was scheduled for Saturday, 9 July 2022.

10. **Correspondence and Communications**

There were no items of correspondence or communications.

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

Trustee Russo 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.

**Youth Services:** Joanne C. Zillman presented highlights from her written report and, in particular, reported on recent and upcoming events in Youth Services.

**Adult Services:** Stacey L. Peterson presented highlights from her written report and, in particular, announced a recent donation by a local book club in honor of the employees at the Reference Desk.

**Meeting Rooms:** Director Scheetz announced that the Founders Room (in May) and the Elizabeth L. Hall Conference Room (in June) are once again open for public use—the first time since March 2020.

**Books Between Bites:** Director Scheetz was delighted to report that the popular Books Between Bites program series would resume in September.

**Library Tours:** In response to a question from Trustee Russo, Stacey L. Peterson, the Library’s Adult Services Manager, noted that patrons may request a tour of the Library at the Check Out Desk, where they will be referred to the appropriate manager.

**HVAC System:** In response to a question from Trustee Ford, discussion followed on repair work related to the HVAC system.

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**

Trustee Russo reminded the Trustees that the agenda for the Committee of the Whole meeting on 7 July 2022 was devoted entirely to the Remodeling Project. He noted that Sheehan Nagle Hartray Architects Ltd. was scheduled to present options for the Master Plan / Concept Design.

- a. {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]*
- b. *ALA Annual Conference (Washington, District of Columbia), Thursday–Tuesday, 23–28 June 2022*
- c. *Independence Day, Monday, 4 July 2022, Library Closed [F]*
- d. *Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 July 2022, 6:30 p.m., Van Nortwick Room, Batavia Public Library — **Note: In-Person Meeting; Different Location; New Time***
- e. *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***
- f. *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***
- g. *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***

- h. *Staff Development Day (4th Friday in August), Friday, 26 August 2022, Library Closed*
- i. *Library Card Sign-Up Month, September 2022 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- j. *Sunday before Labor Day, Sunday, 4 September 2022, Library Closed*
- k. *Labor Day (1st Monday in September), Monday, 5 September 2022, Library Closed [F]*
- l. *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***
- m. *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***

14. **Adjournment**

Motion by Trustee Hubbard to adjourn the meeting. Seconded by Trustee Fasano. All: Aye. The motion carried.

Trustee Russo declared the Regular Meeting adjourned at 6:57 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary