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## MINUTES

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

#### *Regular Meeting*

Tuesday • 21 May 2019

1. **Call to Order**

President Deitchman called the regular meeting to order at 7:00 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Pledge of Allegiance to the Flag**

3. **Call the Roll**

**Trustees Present:** Diane L. Blodgett, Jennifer M. Culotta, Andrew R. Deitchman, Katherine A. Garrett, Richard A. Henders, Michael E. MacKenzie, and Jo Ann Smith

**Newly Elected Trustees Present:** Elizabeth P. Larson and Daniel R. Russo (SEE Agenda Item # 17)

**Trustees Absent:** None

**Staff Members Present:** Director George H. Scheetz, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, and Joanne C. Zillman

**Visitors Present:** Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Deitchman read the consent agenda.

Trustee Deitchman asked whether there were any changes to the consent agenda.

Motion by Trustee Henders to approve the consent agenda, as presented, to include the following items:—

a. **Minutes:**—

(1) Regular Meeting, Tuesday, 16 April 2019

b. **Expenditures:**—

(1) Expenditures (“Cash Disbursement Detail Report”): April 2019, including General Fund Checks (725441–725559) in the amount of \$104,381.13, Online Debit Charges in the amount of \$9,337.32, and Payroll Checks & Taxes in the amount of \$145,939.76, for a grand total of \$259,658.21 in expenditures.

c. **Other Action Items:**—

- (1) An Ordinance Adopting a “Policy on Service to Non-Residents” (Standing Committee on Services): ORDINANCE 2019–003
- (2) Library Plan for Implementation of Amended Minimum Wage Law (Standing Committee on Finance)
- (3) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

Seconded by Trustee Garrett. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, aye; Garrett, aye; Henders, aye; MacKenzie, aye; Smith, aye. The motion carried, 7–0.

6. **Approve the Agenda**

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

Motion by Trustee Culotta to approve the agenda, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

7. **Financial Reports**

- 2018–2019 Working Budget
- 2018–2019 Statement of Revenue and Expenditures
- 2018–2019 Investment Report

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. There were no questions.

8. **President’s Report**

The President did not present a special report.

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

Trustee Culotta praised Director Scheetz for “An Appetite for Content,” his column in the May / June issue of *Neighbors of Batavia*.

10. **Correspondence and Communications**

There were no additional items of correspondence and communication.

11. **Director's and Librarians' Reports: April 2019**

- **Statistical Reports**

The following monthly and year-to-date reports were in the Board packet: Circulation, Library Usage / Reciprocal Borrowing, and Acquisitions.

- **Other Highlights**

**New Lyceum Lecture Series:** Director Scheetz reported that the next event in this series, "Climate Change: What Can We Do About It?" presented by Raymond Wiggers, was scheduled for Tuesday, 4 June 2019, at 7:00 p.m.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Summer Reading Club, which will run from March 30 to August 5.

In addition, she reported on a grant received from the Batavia Mothers' Club Foundation in support of the "Born to Read" program.

- **Report from Adult Services**

Stacey L. Peterson was not able to attend the Board meeting. Her written report was included in the Board packet.

12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** Trustee Smith presented a brief report on the work of the Standing Committee on Facilities, the packet for which was distributed to the Board.
- b. **Standing Committee on Finance:** Trustee Culotta presented a brief report on the work of the Standing Committee on Finance, the packet for which was distributed to the Board.
- c. **Standing Committee on Outreach:** There was no meeting in April.
- d. **Standing Committee on Services:** Trustee Deitchman presented a brief report on the work of the Standing Committee on Services, the packet for which was distributed to the Board.
- e. **Batavia Public Library Foundation:** There was no meeting in April.
- f. **Friends of the Batavia Public Library:** Trustee Smith presented a brief report on the work of the Friends of the Batavia Public Library.
- g. **Batavia Access Television (BATV):** Trustee Henders presented a brief report on the work of BATV.

13. **Budget Issues**

a. **Working Budget 2019–2020**

Trustee Deitchman stated that the purpose of this report was to present the Working Budget for 2018–2019, which was recommended by the Standing Committee on Finance to the Board of Library Trustees for approval.

Director Scheetz reported that the Working Budget 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 2018–2019 was developed by H. Joseph McKane, Library Accountant / Financial Specialist, under the guidance of the Library Director.

**Guidelines**

Guidelines: At the Library Director’s request, the Standing Committee on Finance established guidelines in March for the preparation of the Working Budget.

In summary, the budget as presented is a **balanced budget**. However, the budget **does not meet** all guidelines established by the Standing Committee on Finance (as identified below) for reasons described herein.

- **Books and Other Materials:** Budget from 12½% to 15% of the operating budget for books and other materials, contingent upon available revenue—Note: The 2014 standards include the following statement: “The library spends a minimum of 12 percent of its operating budget on materials for patrons.” (Collection Management and Resource-Sharing Standard 1)

*The proposed Working Budget includes 11.1% for books and other materials, an increase over Fiscal Year 2019.*

*The overall increase in the Working Budget created a denominator (divisor) that was so large that the resulting budget for books and other materials was not practical. Nonetheless, the actual increase in the budget over the previous year is \$115,454, which is substantial.*

- **Salary Issues:** Budget a “salary pool” in the range of 3.0% to 3.5% of the expenditure line for salaries (in the Working Budget for 2019–2020) for merit pay, contingent upon available revenue—compared to 3.1% in 2018–2019.

*The proposed Working Budget includes a “salary pool” of \$155,590 (10.0%) for Special Adjustments in lieu of merit pay.*

*The Special Adjustments are designed to implement Year 1 of the newly amended Minimum Wage Law. The Standing Committee on Services will review a proposal in June on how to disburse the Special Adjustments.*

A lively discussion ensued on salary issues.

- **Personnel Complement:** Present options for additional staff positions and/or hours, contingent upon available revenue

Note: This guideline is predicated on the completion of Library Director’s Goal E-3.

*Subject to further discussion, the proposed Working Budget includes limited funds for additional staff positions and/or hours.*

*Depending on the results of the “appropriate staffing levels” study, Director Scheetz will present a proposal to the Standing Committee on Services for additional staff positions and/or hours.*

- **Reserve Funds:** Budget 4.0% of the revenues in the Library Fund for the Special Reserve Fund or the following amounts, whichever are higher:—
  - Fiscal Year 2020–2024: Budget \$600,000 for Special Reserve Fund
  - Fiscal Year 2025—: Budget \$300,000 for Special Reserve Fund

*The proposed Working Budget includes a transfer of \$435,000 from the Library Fund to the Special Reserve Fund.*

*The initial cost of complying with the newly amended Minimum Wage Law affected this element of the Working Budget. Nonetheless, the estimated two-year transfer to the Special Reserve Fund will exceed \$1.2 million.*

- **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.*

At Director Scheetz’s request, H. Joseph McKane, the Library’s Finance Specialist, presented a broad summary of the Working Budget.

### Highlights

- The proposed Working Budget reflects an overall **increase** in estimated property tax revenues (in the Library Fund), in the amount of **\$797,430** (+26.8%). The Library’s property tax revenues were limited by the Property Tax Extension Limitation Law (PTELL).<sup>1</sup>
- The proposed Working Budget, which places a greater emphasis on the personnel complement this year—a direct result of the newly amended Minimum Wage Law—does not comply with the Committee’s guideline for books and other materials (as described in section D2, above), which was based on the current Illinois standard for public libraries (12%).

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<sup>1</sup>The 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.

- The proposed Working Budget reflects an increase in expenditures for total personnel expenses (including benefits) of \$305,900 (14.8%) for 2019–2020 — compared to \$67,600 (3.4%) for 2018–2019.
- Expenditures as a proportion of the total Working Budget, in summary:—

Special Funds	11.5%
Library Fund	
Books and Other Materials	11.1%
Personnel	53.4%
Operations	11.7%
Transfer to Special Reserve Fund	10.3%
<b>Total</b>	<b>100.0%</b>

- No reserve funds were used to balance the Working Budget for 2019–2020. The current target balance for the Special Reserve Fund is \$1,000,000 (Ordinance 2006–001).

Director Scheetz commended McKane for his outstanding work on the Working Budget.

Motion

Motion by Trustee Henders to approve the Working Budget for 2019–2020, as presented Seconded by Trustee Blodgett. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, aye; Garrett, aye; Henders, aye; MacKenzie, aye; Smith, aye. The motion carried, 7–0.

b. **Personnel Complement Detail and Authorized Personnel Strength**

Trustee Deitchman stated that the purpose of this agenda item was to present the personnel Complement Detail and Authorized personnel Strength (“Position Control Report”) for 2019–2020 for approval by the Board of Library Trustees.

Director Scheetz reported that this relatively new Position Control Report was established in 2017 by the Board of Library Trustees at the recommendation of the Library Director in the “Policy on Job Descriptions and Authorized Personnel Strength” (April 2017).

Director Scheetz noted that, as suggested by its official name, the Personnel Complement Detail and Authorized Personnel Strength was designed to identify the personnel strength supported by the Working Budget and authorized by the Board of Library Trustees, as well as provide a reasonable level of detail about the personnel complement for planning purposes.

As noted in the policy, “The position control report shall be approved by the Board each year, as part of the Working Budget, and from time to time, as circumstances may warrant.” Discussion followed.

In response to a question from Trustee Culotta, discussion followed on how open positions—the hours for such positions are identified by the use of a bold font—are displayed in Technical Services.

The consensus of the Board was to organize the chart so that such positions, which are now displayed in descending order, are clustered together in a suitable manner.

Motion by Trustee MacKenzie to approve the Personnel Complement Detail and Authorized Personnel Strength for 2019–2020, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

14. **Future Agenda Items**

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

15. **A closed session** for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” as authorized by 5 ILCS 120/2(c)(1)

Motion by Trustee Henders to enter closed session for the purpose stated. Seconded by Trustee Blodgett. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, aye; Garrett, aye; Henders, aye; MacKenzie, aye; Smith, aye. The motion carried, 7–0.

The Board entered closed session at 7: 34 p.m.

The Board returned to open session at 8:30 p.m.

After a brief recess, Trustee Deitchman called the regular meeting to order at 8:35 p.m.

16. **Comments from the Outgoing Trustees**

Trustees Deitchman and Trustee Henders expressed their appreciation to their fellow Trustees, Director Scheetz, and the Library’s employees for their cooperation and support—and wished the newly elected Trustees great success.

17. **Qualify Newly Elected Trustees**

Secretary Smith gave the official oath of office to the three newly elected Trustees of the Batavia Public Library District; viz.: Katherine A. Garrett, Elizabeth P. Larson, and Daniel R. Russo.

The roll now reflects the newly qualified Trustees.

18. **Seat the New Board of Library Trustees**

The outgoing Trustees stepped aside and the new Board of Library Trustees was seated.

19. **Select a President pro Tempore**

Trustee Garrett nominated Trustee Smith to serve as President pro tempore. Seconded by Trustee Blodgett. All: Aye. The motion carried.

Trustee Smith took the chair as President pro tempore.

20. **Organize Board of Library Trustees**

a. **Report of the Special Committee on Nominations**

Trustee Smith, as chair, Special Committee on Nominations, presented the following slate of officers and official representatives for election for two-year terms, 2019–2021:—

- President: Trustee Smith
- Vice President: Trustee Garrett
- Secretary: Trustee Russo
- Treasurer: Trustee Culotta
  
- Official Representative to the Board of Directors, Batavia Access Television (BATV):  
Patricia A. Leonard, the Library's Promotional Services Manager
- Official Representative to the Board of Directors, Batavia Public Library Foundation:  
Trustee Larson
- Official Representative to the Board of Directors, Friends of the Batavia Public Library:  
Trustee Russo

Director Scheetz reported that Patricia A. Leonard, the Library's Promotional Services Manager has volunteered to be the Batavia Access Television (BATV) representative.

**b. Election of Officers**

Trustee Smith asked whether there were any nominations from the floor. There were none.

Motion by Trustee Blodgett to elect the slate of officers, as proposed, by acclamation. Seconded by MacKenzie. All: Aye. The motion carried.

Trustee Smith took the chair as President.

**21. Recognize the Outgoing Trustees**

Trustee Deitchman and Trustee Henders were presented with plaques to commemorate their service on the Board of Library Trustees, as well as other tokens of esteem.

**22. Next Meetings or Events**

- a. *Sunday before Memorial Day, Sunday, 26 May 2019, Library Closed*
- b. *Memorial Day (last Monday in May), Monday, 27 May 2019, Library Closed [F]*
- c. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 2 June 2019*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 June 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- e. *ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*
- f. *Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- i. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*



- j. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- k. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- l. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- m. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- n. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***

23. **Adjournment**

Motion by Trustee Culotta to adjourn the meeting. Seconded by Trustee Larson. All: Aye. The motion carried.

Trustee Smith declared the regular meeting of the Board of Library Trustees adjourned at 8:45 p.m.

Respectfully submitted,

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Jo Ann Smith  
President

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Daniel R. Russo  
Secretary