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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 18 June 2019

1. **Call to Order**

President Smith 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, Katherine A. Garrett, Elizabeth P. Larson, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: None

Staff Members Present: Director George H. Scheetz, Michele M. Domel, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, 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 Smith read the consent agenda.

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

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

a. **Minutes:**—

- (1) Regular Meeting, Tuesday, 21 May 2019
- (2) Closed Session, Tuesday, 21 May 2019

b. **Expenditures:**—

- (1) Expenditures (“Cash Disbursement Detail Report”): May 2019, including General Fund Checks (725560–725657) in the amount of \$95,227.64, Online Debit Charges in the amount of \$16,573.99, and Payroll Checks & Taxes in the amount of \$220,654.82, for a grand total of \$332,456.45 in expenditures.

c. **Other Action Items:**—

- (1) An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2019–2020: ORDINANCE 2019–004
- (2) An Ordinance Ascertaining Prevailing Wage: REPORT IN LIEU OF ORDINANCE 2019–005
- (3) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 22) (Standing Committee on Finance): ORDINANCE 2019–006
- (4) A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Member Agreement, Fiscal Year 2020” (Illinois State Library) (Standing Committee on Services): RESOLUTION 2019–002
- (5) Cost-Estimating Services (Frederick Quinn Corporation, of Addison, Illinois) (Standing Committee on Facilities)
- (6) Appropriate Staffing Levels (Library Systems & Services LLC, of Rockville, Maryland) (Standing Committee on Services)
- (7) Library Plan for Implementation of Amended Minimum Wage Law, Year 1 (Standing Committee on Services):—
 - a. Revised Salary Schedule for 2019–2020
 - b. Salary Adjustments for 2019–2020

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

6. **Approve the Agenda**

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

Trustee Smith added a closed session (after “Future Agenda Items”) 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 Larson to approve the agenda, as amended. Seconded by Trustee Culotta. All: Aye. The motion carried.

7. **Financial Reports**

a. **Financial Reports: May 2019**

- 2018–2019 Working Budget
- 2018–2019 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 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.

In addition, McKane presented a progress report on the new accounting software.

b. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2019–2020”**

Trustee Smith noted that a copy of the Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2018–19” was included in the Board packet.

Director Scheetz described the Annual Budget and Appropriation process, which is followed later in the year by the Annual Levy process. Discussion followed.

Director Scheetz reported that a notice was scheduled to appear in the *Kane County Chronicle* on Friday, 20 June 2019, and the tentative form of the Ordinance was available for public inspection in the Business Office and at the Reference Desk on and after Friday, 14 June 2019. A public hearing will be held on Tuesday, 16 July 2019, after which the Board will adopt the Ordinance.

Director Scheetz commended McKane for his work on the Annual Budget and Appropriation.

8. **President’s Report**

- **Annual Meeting, Batavia Tax Increment Finance Joint Review Board:** Trustee Smith reported that she and Director Scheetz represented the Library at the Annual Meeting on Tuesday, 12 June 2019.
- **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 Smith reported that two Trustees (other than the Secretary) were needed to conduct the annual Secretary’s Audit.

Trustee Culotta and Trustee Garrett agreed to carry out this assignment.

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

There were no additional comments from the Board.

10. **Correspondence and Communications**

The following item of correspondence and communications was included in the Board packet or distributed at the meeting.

- Letter to George H. Scheetz from Jesse White, Secretary of State and State Librarian, awarding the Library an Illinois Public Library Per Capital Grant for Fiscal Year 2019 in the amount of \$33,202.50 (18 March 2019)

11. **Director's and Librarians' Reports:** May 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 Web Site: Director Scheetz reported that the Library's new Web site was launched on 5 June 2019. He expressed his appreciation to Patricia A. Leonard, Promotional Services Manager, and Hans P. Kaiser, Graphic Designer / Webmaster, for their work on this monumental project.

The Year of Mark Twain in Batavia: Director Scheetz presented highlights from his presentation to the City Council on Monday, 17 June 2019. He expressed his delight that the Library was working in partnership with so many other community organizations to celebrate the sesquicentenary of Mark Twain's visit to Batavia in 1869.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Summer Reading Club for children and families, including outreach to children at Batavia Apartments and Mooseheart.

In response to a question from Trustee MacKenzie, discussion followed on the Summer Reading Club outreach initiative.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on the Summer Reading Club for adults and teens, as well as the Library's participation in two recent senior fairs.

In addition, she announced the One Book One Batavia selection for 2020, *The Readers of Broken Wheel Recommend* by Katarina Bivald.

12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** Trustee Garrett 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:** There was no meeting in June.

- c. **Standing Committee on Outreach:** Trustee MacKenzie presented a brief report on the work of the Standing Committee on Outreach, the packet for which was distributed to the Board.
- d. **Standing Committee on Services:** Trustee Smith 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:** Trustee Larson presented a brief report on the work of the Batavia Public Library Foundation.
- f. **Friends of the Batavia Public Library:** Trustee Russo presented a brief report on the work of the Friends of the Batavia Public Library.
- g. **Batavia Access Television (BATV):** A written report from Patricia A. Leonard on the work of BATV was included in the Board packet

13. **Future Agenda Items**

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

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

The Board entered closed session at 7:36 p.m.

The Board returned to open session at 8:15 p.m.

15. **Next Meetings or Events**

- a. *ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*
- b. *Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- c. ***Board of Library Trustees (Special Meeting), Tuesday, 9 July 2019, 6:00 p.m., Rosalie M. Jones Administration Center (District 101) (335 West Wilson Street, Batavia) [Retreat for Trustee Orientation, Education, and Planning]***
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- f. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- g. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- h. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*

- i. Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- j. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- k. Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

16. **Adjournment**

Motion by Trustee MacKenzie to adjourn the meeting. Seconded by Trustee Garrett. All: Aye. The motion carried.

Trustee Smith declared the regular meeting of the Board of Library Trustees adjourned at 8:16 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary