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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 July 2019

1. **Call to Order**

President Smith called the regular meeting to order at 7:02 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, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: Michael E. MacKenzie

Staff Members Present: Director George H. Scheetz, Michele M. Domel, H. Joseph McKane, Kathy A. Moecher, Stacey L. Peterson, Suzanne M. Skells, and Joanne C. Zillman

Visitors Present: Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc. and Roger A. Ritzman, attorney at law, Peregrine Stime Newman Ritzman & Bruckner, Ltd.

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, 18 June 2019
- (2) Closed Session, Tuesday, 18 June 2019
- (3) Special Meeting, Tuesday, 9 July 2019

b. **Expenditures:**—

- (1) Expenditures (“Cash Disbursement Detail Report”): June 2019, including General Fund Checks (725658–725801) in the amount of \$154,465.22, Online Debit Charges in the amount of \$18,830.29, and Payroll Checks & Taxes in the amount of \$148,481.23, for a grand total of \$321,776.74 in expenditures.

c. **Other Action Items:**—

- (1) An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2019 and Ending 30 June 2019: ORDINANCE 2019–007

Seconded by Trustee Garrett. Roll Call: Blodgett, aye; Culotta, aye; Garrett, aye; Larson, aye; Russo, aye; Smith, aye. The motion carried, 6–0, with one member absent.

6. **Approve the Agenda**

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

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

7. **Board Education:** Legal Issues for Library Districts, presented by Roger A. Ritzman, attorney at law, Peregrine Stime Newman Ritzman & Bruckner, Ltd.

Attorney Ritzman presented a brief overview of the Open Meetings Act and related issues, which was accompanied by an outline of key points. Discussion followed.

The Trustees expressed their appreciation to Attorney Ritzman for his time and valuable presentation.

Ritzman left the meeting at 7:30 p.m.

8. **Financial Reports:** June 2019

- 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.

McKane reported that he is now working with the new accounting system.

9. **President's Report**

The President did not present a special report.

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

Trustee Russo expressed his appreciation to the other Trustees, the Library Director, managers, and Administration Services employees for the special meeting on Tuesday, 9 July 2019. He observed that the retreat was a great success and that the Library's commitment to the public is evident and appreciated.

Trustee Garrett reported that she participated in Second Friday on 12 July 2019 with Director Scheetz, to whom she expressed her appreciation.

Trustee Larson reported that the Friends of the Batavia Public Library book sale on Saturday, 13 July 2019, made \$1,408.2500, a great showing.

11. **Correspondence and Communications**

The following items of correspondence and communications were mentioned by Trustee Smith.

- Notices of Proposed Annexation within the Batavia Public Library District to the Trustees and Director from the City of Batavia (18 June 2019; 12 July 2019)

There were no additional items of correspondence and communication.

12. **Director's and Librarians' Reports: June 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**

Director Scheetz noted that Appendix A comprised an executive summary and progress report on the Library Director's Goals for 2018–2019. Discussion followed.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Summer Reading Program and upcoming programs of interest.

In addition, she introduced Suzanne M. Skells, a practicum student in Youth Services from the graduate program at Dominican University, who expressed her appreciation for the opportunity and experience she gained at Batavia Public Library.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on two new online services: Kanopy and Lynda.

In addition, she reported that the Library launched a new mobile application, BlueCloud Mobile

powered by SirsiDynix, which will replace Boopsie. The new application is available for download under the name “Swan Libraries.”

13. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** There was no meeting in June.
- b. **Standing Committee on Finance:** There was no meeting in June.
- c. **Standing Committee on Outreach:** There was no meeting in June.
- 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.

Trustee Smith reported that the only agenda item for the Services Committee was a closed session. She noted that it was a productive meeting.

Trustee Culotta observed that the meeting was concise and to the point. She stated that Director Scheetz and Lisa M. Moore did an awesome job.

- e. **Batavia Public Library Foundation:** There was no meeting in June.
- f. **Friends of the Batavia Public Library:** There was no meeting in June.
- g. **Batavia Access Television (BATV):** A written report from Patricia A. Leonard on the work of BATV was included in the Board packet.

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 Culotta to enter closed session for the purpose stated. Seconded by Trustee Blodgett. Roll Call: Blodgett, aye; Culotta, aye; Garrett, aye; Larson, aye; Russo, aye; Smith, aye. The motion carried, 6–0, with one member absent.

The Board entered closed session at 7:48 p.m.

The Board returned to open session at 8:25 p.m.

16. **Next Meetings or Events**

- a. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m. Elizabeth L. Hall Conference Room***
- b. ***Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed***
- c. ***Library Card Sign-Up Month, September 2019—launched in 1987 as a national campaign: “every child should obtain a library card”***

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

17. **Adjournment**

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

Trustee Smith declared the regular meeting of the Board of Library Trustees adjourned at 8:26 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary