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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 20 August 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: Jennifer M. Culotta, Katherine A. Garrett, Elizabeth P. Larson, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: Diane L. Blodgett

Staff Members Present: Director George H. Scheetz, Michele M. Domel, Lisa M. Moore, Stacey L. Peterson, T. Ross Valentine, and Joanne C. Zillman

Visitors Present: Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc., and Eric J. Rieger, president, Webit Services, 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 Garrett to approve the consent agenda, as presented, to include the following items:—

a. **Minutes:**—

- (1) Public Hearing, Tuesday, 16 July 2019
- (2) Regular Meeting, Tuesday, 16 July 2019
- (3) Closed Session, Tuesday, 16 July 2019

b. **Expenditures:**—

- (1) Expenditures (“Cash Disbursement Detail Report”): July 2019, including General Fund Checks (1001–1088) in the amount of \$152,699.93, Online Debit Charges in the amount of \$12,500.87, and Payroll Checks & Taxes in the amount of \$163,199.78, for a grand total of \$328,400.58 in expenditures.

c. **Other Action Items:**—

- (1) A Resolution Certifying the 2018–2019 Illinois Public Library Annual Report (IPLAR): RESOLUTION 2019–003
- (2) Triennial Update of Capital Asset Study (Building Technology Consultants Inc.; Proposal No. 19–P505) (Standing Committee on Facilities)
- (3) Parking Lot: Sealcoat and Stripe (Safeguard Sealcoating Inc.) (Standing Committee on Facilities)
- (4) ScanEZ (Today’s Business Solutions Inc.) (Standing Committee on Facilities)

Seconded by Trustee Culotta. Roll Call: Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, 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 Larson to approve the agenda, as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

7. **Board Education** Information Technology

a. **Electronic Services**, presented by T. Ross Valentine, its coordinator

Valentine presented a brief overview of Electronic Services, including his experience and principle responsibilities. Discussion followed.

b. **Webit Services Inc.**, presented by Eric J. Rieger, its president

Rieger presented a brief overview of Webit Services Inc., as well as his background with managed services. Discussion followed.

The Trustees expressed their appreciation to Valentine and Rieger for their presentations.

Valentine left the meeting at 7:52 p.m.

8. **Financial Reports**

a. **Financial Reports: July 2019**

- 2018–2019 Working Budget — through 30 June 2019
- ~~2019–2020 Statement of Revenue and Expenditures~~ — FIRST REPORT FOLLOWING 1ST QUARTER
- 2019–2020 Investment Report

In the absence of the Library Accountant / Finance Specialist, Director Scheetz presented a report submitted by H. Joseph McKane and asked whether there were any questions or comments regarding the financial reports, which were included in the Board packet.

In connection with the new accounting system, Trustee Smith commented that she likes the new check-register format.

b. **A Resolution Designating BMO Harris Bank N.A. as an Authorized Depository of the Batavia Public Library District and Related Matters** (BMO Harris Bank N.A.): RESOLUTION 2019–004

Trustee Smith stated that the purpose of this agenda item was to request the Board of Library Trustees to approve “A Resolution Designating BMO Harris Bank N.A. as an Authorized Depository of the Batavia Public Library District and Related Matters” (RESOLUTION 2019–004).

Director Scheetz reported that the Resolution in question was required by BMO Harris Bank N.A. as part of an unanticipated sequence of events in which the Bank has required the Library to prove its legitimacy and designate an authorized depository, even though BMO Harris Bank N.A. has served in this capacity for years. Discussion followed.

Director Scheetz stated that he consulted with Attorney Roger A. Ritzman in regard to the Bank’s requirements.

Motion by Trustee Culotta to approve “A Resolution Designating BMO Harris Bank N.A. as an Authorized Depository of the Batavia Public Library District and Related Matters” (RESOLUTION 2019–004), as presented. Seconded by Trustee Garrett. Roll Call: Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 6–0, with one member absent.

9. **President’s Report**

The President did not present a special report.

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

Trustee Larson reminded the Trustees that the “Mark Twain in Person,” presented by Batavia Public Library Foundation and Batavia Historical Society, is scheduled for Thursday, 26 September 2019, at the Batavia Fine Arts Centre.

Trustee Russo noted that September is Library Card Sign-up Month, a time when the American Library Association (ALA) and libraries nationwide join together to remind parents, caregivers, and students that signing up for a library card is the first step towards academic achievement and lifelong learning.

Trustee Mackenzie remarked on the wonderful opportunities associated with access to online training, such as Gale Courses and the Library's newest offering, Lynda.com / Linked In Learning.

Trustee Garrett noted that she is exploring and enjoying the movies available on Kanopy.

11. Correspondence and Communications

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

- Notice of Proposed Annexation to Trustees and Director from the City of Batavia (19 July 2019)
- "Where was Revere House in relation to Batavia Public Library" [map] (27 July 2019)

As part of "The Year of Mark Twain in Batavia" celebration, the old Revere House hotel is featured as the back-drop for the Mark Twain statue at the Library's main entrance. Director Scheetz reported that he produced the map in response to requests from patrons (and employees) to show the location of the Revere House in relation to the Library.

There were no additional items of correspondence and communications.

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

PechaKucha Night™ Batavia: Director Scheetz reported that PechaKucha Batavia will "Turn the Page" as it celebrates its new venue (Shannon Hall at Eastside Community Center) and the new partnership between Batavia Public Library and Batavia Park District on Thursday, 24 October 2019.

PechaKucha 20x20 was first proposed as a new program during the Library's Strategic Planning process in 2014: "Partner with other community organizations to launch PechaKucha Night™ Batavia."¹ Not counting the newly launched Batavia Counts, PechaKucha Batavia is one of three highly successful collaborative projects that operate under the aegis of the Library; the others are Books Between Bites and Born to Read.

Keeping the Promise: Director Scheetz reported that a preview of his next column for *Neighbors of Batavia* (September / October 2019) was included in his written report.

Trustee Smith noted that "Keeping the Promise" is an important message for the community.

Library Director's Goals for 2018–2019: Director Scheetz noted that an executive summary of (and progress report on) his goals appeared in Appendix A of his report.

¹Board of Library Trustees received a report on the launch of this collaborative project in May 2015; the first PechaKucha Night™ Batavia took place on Thursday, 1 October 2015.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on school visits, which included registering students (and parents) for new library cards.

In addition, she reported on the Summer Reading Club, the Observation Station, and Junior Volunteers.

In response to a comment by Trustee Russo, discussion followed on the value of the Summer Reading Program and the use of prizes as incentives.

Trustee Russo reiterated that Summer Reading Club prizes are a great highlight to the program.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on two new services: Lynda.com / Linked In Learning and Kanopy.

In addition, she announced the launch of a new Cake Pan Collection on Saturday, 24 August 2019, and described how it developed from a Silver Award project proposed by local Girl Scouts. Discussion followed.

In response to a question from Trustee MacKenzie, discussion followed on future plans for Batavia's Library of Things.

13. **Committee and Official Representative Reports**

- 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.
- Standing Committee on Finance:** There was no meeting in August.
- Standing Committee on Outreach:** There was no meeting in August.
- 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.
- Batavia Public Library Foundation:** There was no meeting in August.
- Friends of the Batavia Public Library:** There was no meeting in July.
- 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. **Next Meetings or Events**

- Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*

In response to a question from Trustee MacKenzie, discussion followed on the Staff Development Day agenda.

- b. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- c. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- d. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- e. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- f. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- g. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 22–28 September 2019*
- h. *153rd Anniversary of Library Service in Batavia (October 1866–2019), October 2019*
- i. {NEW} *Teen Read Week™ (October; since 1998) / Teen Tech Week (March) — In 2019, Teen Read Week and Teen Tech Week are dissolving to form a yet-to-be-name month-long celebration (in October 2020) of teen programming and teen services in libraries across the country.*
- j. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- l. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- m. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- n. *International Games Week (formerly International Games Day), Sunday–Saturday, 3–9 November 2019 — launched in 2008 to focus on the social and recreational side of gaming*
- o. {NEW} *Fall Children’s Book Week, Monday–Sunday, 4–10 November 2019 — “A great nation is a reading nation.”—Melcher — 2019 Theme: Read Now • Read Forever*
- p. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- q. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- r. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- s. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- t. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*

- u. **Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room**
- v. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- w. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- x. *New Year's Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- y. *New Year's Day, Wednesday, 1 January 2020, Library Closed [F]*

16. **Adjournment**

Motion by Trustee Garrett 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 8:27 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary