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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 17 September 2019

1. **Call to Order**

President Smith called the regular meeting to order at 7:01 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, Stephanie A. DeYoung, Michele M. Domel, Kerry K. Halter, H. Joseph McKane, Kathy A. Moecher, 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, 20 August 2019

b. **Expenditures:**—

(1) Expenditures (“Cash Disbursement Detail Report”): August 2019, including General Fund Checks (1089–1175) in the amount of \$120,277.68, Online Debit Charges in the amount of \$14,882.40, and Payroll Checks & Taxes in the amount of \$162,657.95, for a grand total of \$297,818.03 in expenditures.

c. **Other Action Items:**—

(1) Site Drainage Consulting Services (Building Technology Consultants Inc.; Proposal No. 19-P531) (Standing Committee on Facilities)

(2) Pedimat® Entrance Floor Mats (Douglas Floor Covering Inc.) (Standing Committee on Facilities)

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

7. **Financial Reports:** August 2019

- ~~2018–2019 Working Budget~~ through 31 July 2019
- ~~2019–2020 Statement of Revenue and Expenditures~~ — FIRST REPORT FOLLOWING 1ST QUARTER
- 2019–2020 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 noted that the Library’s auditors have completed their review; their report will be presented at the Board meeting in October.

8. **President’s Report**

The President did not present a special report.

9. **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 and emphasized that a Batavia library card is valid at nearly every public library in Illinois.

Trustee Russo recognized Director Scheetz for his “great article” article on “Keeping the Promise” in *Neighbors of Batavia* (September / October 2019).

10. **Correspondence and Communications**

There were no additional items of correspondence and communications.

11. **Director’s and Librarians’ Reports: August 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**

Mark Twain in Person: Director Scheetz reported that The Year of Mark Twain in Batavia continues on Thursday, 26 September 2019, with “Mark Twain in Person” featuring Richard Henzel as Samuel L. Clemens, presented by the Batavia Public Library Foundation and Batavia Historical Society.

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.

RFID (Radio-Frequency Identification) Project: Kerry K. Halter, the Library’s Technical Services Manager, presented a report on the completion of the RFID project.

She expressed her appreciation to the Board for its support of this project and invited the Trustees to a demonstration of the new equipment immediately following the meeting.

Trustee Smith gave kudos to the RFID Team—Halter and Stephanie A. DeYoung, the Library’s Circulation Services Manager—and all the staff members who contributed to the success of the RFID project.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on school visits in which Circulation Services participated as part of Library Card Sign-Up Month.

In addition, she presented an overview of Staff Development Day 2019 and reported on her work with Batavia Counts, a Complete Count Committee for the 2020 Census. Discussion followed.

Director Scheetz gave kudos to Zillman for her leadership with Batavia Counts.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on the New Lyceum Lecture Series and the growing Library of Things. Discussion followed.

In addition, she reported that Adult Services and Youth Services are investigating options for mobile makerspaces for adults and teens.

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.

In response to a question from Trustee Culotta, a lively discussion followed on electric vehicle charging stations.

- b. **Standing Committee on Finance:** There was no meeting in September.
- c. **Standing Committee on Outreach:** Trustee Larson 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:** There was no meeting in September.
- e. **Batavia Public Library Foundation:** There was no meeting in September.
- f. **Friends of the Batavia Public Library:** Trustee Russo presented a brief report on the work of the Friends of the Batavia Public Library.

In addition, Trustee Larson presented an overview of All Hallows' Read, a new holiday tradition, which was created by author Neil Gaiman in 2010.

Trustee Smith complimented Hans P. Kaiser, the Library's Graphic Designer, for creating eye-catching posters and coupons for the All Hallows' Read project.

- g. **Batavia Access Television (BATV):** There was no report from Patricia A. Leonard, the Library's Promotional Services Manager and official representative to the BATV Board.

13. **HVAC Control System** (Control Engineering Corporation)

Trustee Smith stated that the purpose of this agenda item was to review and approve proposals to upgrade the Library's HVAC control system and repair (or replace) selected components.

Trustee Garrett reported that the Standing Committee on Facilities, at its meeting on Thursday, 3 October 2019, recommended that the Board of Library Trustees approve proposals from Control Engineering Corporation related to the Library's HVAC control system. Discussion followed.

Motion by Trustee Garrett to approve proposals from Control Engineering Corporation, of Arlington Heights, Illinois, as follows:—

- Proposal PWJ19056.0 to migrate (and upgrade) from an Alerton Envision for BACnet system to an Alerton Compass system, in the amount of \$7,400.00, as presented; and

- Proposal PWJ19057.0 to repair (or replace) selected components, in the amount of \$3,704.00 on a time-and-materials, not-to-exceed basis, as presented.

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

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**

- a. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 22–28 September 2019*
- b. *153rd Anniversary of Library Service in Batavia (October 1866–2019), October 2019*
- c. {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.*
- d. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- f. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- g. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- h. *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*
- i. {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*
- j. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- l. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- m. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- n. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*

16. **Adjournment**

Motion by Trustee Blodgett 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 7:40 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary