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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 15 October 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: Jennifer M. Culotta, Katherine A. Garrett (arrived at 7:04 p.m.), Elizabeth P. Larson, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: Diane L. Blodgett and Michael E. MacKenzie

Staff Members Present: Director George H. Scheetz, Michele M. Domel, Patricia A. Leonard, H. Joseph McKane, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present: Michael Del Valle, auditor, Lauterbach & Amen, LLP; and 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 Culotta to approve the consent agenda, as presented, to include the following items:—

a. **Minutes:**—

- (1) Regular Meeting, Tuesday, 17 September 2019

b. **Expenditures:**—

- (1) Expenditures (“Cash Disbursement Detail Report”): September 2019, including General Fund Checks (1176–1257) in the amount of \$198,565.73, Online Debit Charges in the amount of \$9,409.51, and Payroll Checks & Taxes in the amount of \$160,844.96, for a grand total of \$368,820.20 in expenditures.

c. **Other Action Items:**—

- (1) An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2019–2020 (Standing Committee on Finance): ORDINANCE 2019–008
- (2) A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2019–2020 Per Capita Grant (Illinois State Library): RESOLUTION 2019–005
- (3) A Resolution Determining the Amount of Money Estimated to Be Necessary to Be Raised by the Tax Levy (Standing Committee on Finance): RESOLUTION 2019–006
- (4) A Resolution Adopting a “Policy on Nursing Mothers in the Workplace” (Standing Committee on Policy): RESOLUTION 2019–007
- (5) Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (Standing Committee on Finance)

Seconded by Trustee Larson. Roll Call: Culotta, aye; Larson, aye; Russo, aye; Smith, aye. The motion carried, 4–0, with three members 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 Culotta. All: Aye. The motion carried.

7. **Board Education**

Trustee Garrett arrived at 7:04 p.m.

Patricia A. Leonard, the Library’s Promotional Services Manager, provided an overview of the work of Promotional Services, featuring samples of its work and accomplishments.

In addition, Leonard presented highlights of the Library’s new mobile-friendly Web site, which was developed using Word Press.

Smith congratulated Leonard and Hans P. Kaiser, the Library’s Graphic Designer / Webmaster, for their work on the new Web site, which she lauded as “impressive.”

Leonard left the meeting at 7:17 p.m.

8. **Financial Reports:**—

a. **Financial Reports:** September 2019

- 2019–2020 Working Budget
- 2019–2020 Statement of Revenue and Expenditures
- 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.

b. **Annual Financial Report for the Year Ended 30 June 2019 (Independent Auditor’s Report and Financial Statements)**, presented by Michael Del Valle, auditor, Lauterbach & Amen LLP

McKane introduced Michael Del Valle, auditor, Lauterbach & Amen LLP, to present the Independent Auditor’s Report and Financial Statement for 2019–2020.

Del Valle expressed his appreciation to McKane for his preparedness, thorough recordkeeping, and cooperation.

Del Valle reported that Lauterbach & Amen presented an unmodified opinion—its highest level; that is, the best opinion possible—regarding the financial position of the Batavia Public Library District. He then highlighted several sections of the Annual Financial report.

Del Valle asked whether there were any questions regarding the Annual Financial Report.

In response to a question from Trustee Culotta in relation to Debt Service, discussion followed on a “Current Recommendation” in the Management Letter.

There were no further questions.

Del Valle left the meeting at 7:29 p.m.

9. **President’s Report**

The President did not present a special report.

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

Trustee Russo highlighted the significance of the Illinois Public Library Per Capita Grant, the application for which was approved as part of the consent agenda.

Trustee Garrett expressed her appreciation for the new projectable whiteboard in the Group Study Room (Lower Level), which was made possible by a grant from the Friends of the Batavia Public Library.

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 (25 September 2019)
- “If Chicago libraries are dropping late fees, show the proof it’s best for kids” [editorial], *Chicago Sun-Times* [online edition] (30 September 2019)
- “Why library late fees make complete sense” [letter to the editor], by George H. Scheetz, in response to the Chicago-Sun-Times editorial (*Chicago Sun-Times*, Monday, 14 October 2019, p. 22)
- “Libraries and the 2020 Census: Vital Partners for a Complete Count” [brochure], from the American Library Association (n.d.)
- “Meeting for Trusted Voices in the Batavia Community” [promotional piece], from Batavia Counts (n.d.) [October 2019]

This community forum was scheduled for Thursday, 14 November 2019, at the Library.

There were no additional items of correspondence and communications

12. **Director’s and Librarians’ Reports:** September 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**

The Year of Mark Twain in Batavia: Director Scheetz reported that The Year of Mark Twain in Batavia continues with the following events:—

- October 17 (Wednesday): Books Between Bites, featuring Barbara A. Kalina on Mark Twain’s first novel, *The Innocents Abroad* (1869), which was the inspiration for his 1868–1869 lecture tour
- November 12 (Tuesday): Book Discussion of *The Adventures of Tom Sawyer* (1876) at Batavia Public Library led by Stacey L. Peterson

PechaKucha Night™ Batavia: Director Scheetz announced 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. Relax. Listen. Talk. Connect.

New Lyceum Lecture Series (Season 13): Director Scheetz reported that forty-ninth event in this series, “White Like Her,” presented by Gail Lukasik, was scheduled for Wednesday, 6 November 2019, at 7:00 p.m.

Visual Statistical Reports: Director Scheetz discussed three graphs, which were included in the Board packet, visually portraying the number of visits and number of items checked out over time. Discussion followed.

- **Report from the Deputy Director**

Joanne C. Zillman provided an update on Batavia Counts and the 2020 Census. She reported that a “Meeting for Trusted Voices in the Batavia Community” was scheduled for Thursday, 14 November 2019, which will include presentations from the U.S. Census Bureau and a panel of speakers representing many of Batavia’s local governments and community organizations.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on recent and upcoming events in Youth Services.

Trustee Smith congratulated Ruth E. Arrott, a Youth Services assistant, on 25 years of service.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported that an open Technology / Reference Assistant position was filled by Michelle D. Hogmire.

In addition, she also reported on the next installment in the New Lyceum Lecture Series and distributed promotional flyers for the new “Your Office at the Library” initiative.

Finally, Peterson announced the Library’s first-ever celebration of TeenTober (formerly Teen Read Week™ in October and Teen Tech Week in March), which was launched in October 2019 to celebrate teens and teen services in libraries. Discussion followed.

13. **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:** Trustee Russo 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 Policy** (formerly Services): Trustee Smith presented a brief report on the work of the Standing Committee on Policy, the packet for which was distributed to the Board.

Trustee Smith stated the reasons for changing the committee’s name, which will be incorporated in a future revision of the bylaws. Discussion followed.

The consensus of the Board supported changing the name to the Standing Committee on Policy.

- 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.

He expressed the Board's appreciation to the Friends Board for its most recent series of grants in support of the Library's Wish List. Discussion followed.

- g. **Batavia Access Television (BATV):** Patricia A. Leonard, the Library's Promotional Services Manager and official representative to the BATV Board, provided a written report, which was included in the Board packet.

14. **Annual Schedule of Capital Projects**

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of an "Annual Schedule of Capital Projects" for 2019–2020 in order to carry out the Capital Asset Study on a continual basis.

Director Scheetz noted that the "Annual Schedule of Capital Projects" fulfills a requirement of the "Policy on the Capital Asset Study"; namely:—

The Library Director shall recommend a schedule of capital projects to the Standing Committee on Facilities for review (and recommendation to the Board of Library Trustees) during the 1st quarter—that is, July–September—of each fiscal year.

Director Scheetz reported that the Standing Committee on Facilities reviewed the "Annual Schedule of Capital Projects" at its meetings in September and on Thursday, 3 October 2019, and recommended its approval to the Board of Library Trustees. Discussion ensued on a variety of topics, including visual elements of the report and the temperature control system.

The consensus of the Board approved the "Annual Schedule of Capital Projects" for 2019–2020, which is considered a living document.

15. **Future Agenda Items**

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

16. **Next Meetings or Events**

- a. *153rd Anniversary of Library Service in Batavia (October 1866–2019), October 2019*
- b. *{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-named month-long celebration (in October 2020) of teen programming and teen services in libraries across the country.*
- c. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- d. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- e. *"Turn the Page," Batavia Public Library and Batavia Park District present PechaKucha Night™ Batavia, Volume 16, Thursday, 24 October 2019*
- f. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- g. *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*

- h. {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*
- i. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- k. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed at 5:30 p.m.*
- l. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- m. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- n. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- o. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- p. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- q. *New Year’s Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- r. *New Year’s Day, Wednesday, 1 January 2020, Library Closed [F]*

17. **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 8:16 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary