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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 18 February 2020

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

Trustees Absent: Jennifer M. Culotta

Staff Members Present: Director George H. Scheetz, Michele M. Domel, 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 Larson to approve the consent agenda, as presented, to include the following items:—

a. **Minutes:**—

- (1) Regular Meeting, Tuesday, 21 January 2020

b. **Expenditures:**—

- (1) Expenditures (“Cash Disbursement Detail Report”): January 2020, including General Fund Checks (1587–1679) in the amount of \$114,506.83, Online Debit Charges in the amount of \$14,505.17, and Payroll Checks & Taxes in the amount of \$162,957.02, for a grand total of \$291,969.01 in expenditures.

c. **Other Action Items:**—

- (1) Road Rally (Batavia Park District) (Standing Committee on Policy)
- (2) Façade Repairs Consulting Services (Building Technology Consultants Inc.) (Standing Committee on Facilities)

Seconded by Trustee Blodgett. Roll Call: Blodgett 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 Garrett to approve the agenda, as presented. Seconded by Trustee Russo. All: Aye. The motion carried.

7. **Financial Reports:** January 2020

- 2019–2020 Working Budget
- ~~2019–2020 Statement of Revenue and Expenditures~~
- 2019–2020 Cash and Investment Report

In the absence of H. Joseph McKane, the Library’s Finance Specialist, Director Scheetz asked whether there were any questions regarding the financial reports, which were included in the Board packet. There were no questions.

8. **President’s Report**

One Book, One Batavia: Trustee Smith participated in the Library’s book discussion on *The Readers of Broken Wheel Recommend* by Katarina Bivaldone on Tuesday, 11 February 2020. She was fascinated by both the book and the discussion. Discussion followed.

Inspire Awards: Trustee Smith attended the Inspire Awards event hosted by the Batavia Chamber of Commerce on Thursday, 23 January 2020, which she described as a lovey celebration of community.

By way of an addendum, Director Scheetz noted that Abbey Farms plans to close Nagel Emporium, the venue (in recent years) for the Inspire Awards event.

New Lyceum Lecture Series: Trustee Smith attended the presentation by Nick Sarillo, founder and chief executive officer of Nick’s Pizza & Pub and The Trust & Track Institute on Monday, 17 February 2020, which she found motivational.

She noted that Sarillo inspired Director Scheetz to pursue a statement of purpose for the Library.

Tax-Increment Finance (TIF) District No. 5: Trustee Smith reported that she and Director Scheetz recently met with two City representatives—Laura M. Newman, City Administrator, and Scott Buening, Community Development Director—regarding the possible extension of the Washington–Wilson TIF District No. 5. Discussion followed.

Friends of the Batavia Public Library: Trustee Smith congratulated the Friends of the Batavia Public Library on its recent annual meeting and election of officers on Saturday, 15 February 2020.

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

Trustee Russo reported that he recently received a postcard stating that his Batavia library card was renewed. He complimented Circulation Services for its efforts to make the renewal process so easy.

Trustee Blodgett gave kudos to Joanne C. Zillman for her presentation on the 2020 Census at the annual meeting of the Friends of the Batavia Public Library, as well as for her great work as co-chair of Batavia Counts, the Complete Count Committee for the Batavia area.

10. **Correspondence and Communications**

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

- Letter to Director Scheetz and the Board of Library Trustees from Terri Mate, a teacher at Batavia High School affiliated with the Mid-Valley Special Education Cooperative, expressing appreciation and support for the Library’s “Inclusion Game Night” program and its facilitator, Christine C. W. Edison (16 February 2020)

11. **Director’s and Librarians’ Reports:** January 2020

- **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 Lyceum Lecture Series: Director Scheetz announced the fifty-first event in the New Lyceum Lecture Series: “100 Years of Women’s Suffrage: Illinois and Women’s Suffrage, the 19th Amendment, and the League of Women Voters” presented by Llona Steele, vice president, and Lynn Steele, member, League of Women Voters of Central Kane County, on Monday, 16 March 2020.

Winter Library / Reading Club 2020: Director Scheetz noted that the Library is celebrating “Polar-Palooza” from January 11 through February 29.

Batavia Counts: For a comprehensive guide to the U.S. Census and the work of Batavia Counts, a Complete Count Committee under the leadership of the Batavia Public Library and City of Batavia, please visit <https://bataviapubliclibrary.org/census-2020/>.

PechaKucha Night™ Batavia: Director Scheetz reported that PechaKucha Batavia will celebrate St. George’s Day on Thursday, 23 April 2020, at Shannon Hall at Eastside Community Center.

The theme is “By George!” and Director Scheetz is one of the featured presenters. Relax. Listen. Talk. Connect.

- **Batavia Counts**

Joanne C. Zillman, in her role as Deputy Director, presented a report on Batavia Counts, a Complete Count Committee, and the 2020 Census.

She concluded her report by presenting a public-service announcement developed by BATV in support of Batavia Counts.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Winter Library Club, in which over 200 families are registered, the highest participation in the history of the program.

In addition, she reported on the Science and Art Fair on Saturday, 25 January 2020, with attracted over 380 people, and Middle School Mystery Night on Friday, 13 March 2020, for students in grades 6–8.

Finally, Zillman described the newly developed, circulating “Take-Home Storytimes” offered to patrons in March. Each bundle comes with three to four books, a music CD, and suggestions for activities.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on programs in support of One Book, One Batavia 2020, including the Silent Book Club and “The Life-Changing Magic of Tracking Your Reading.”

In addition, she announced the results of the recent reference satisfaction survey and described the next event in the New Lyceum Lecture Series: “100 Years of Women’s Suffrage: Illinois and Women’s Suffrage, the 19th Amendment, and the League of Women Voters.”

In response to a question from Trustee MacKenzie, discussion followed on the survey process.

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 February.
- 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 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.

In reference to the recent consultant’s report on the Staffing Assessment, which was presented at the Policy Committee meeting on 4 February 2020, Trustee Smith stated that, above all, the Board needs

to preserve the culture of the Library and its commitment to serve patrons, without giving up what makes Batavia Public Library special in the community.

- e. **Batavia Public Library Foundation:** There was no meeting in February.
- 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):** Patricia A. Leonard, the Library’s Promotional Services Manager and official representative to the BATV Board, provided a written report, which was distributed to the Board.

In response to a question from Director Scheetz, the consensus of the Board was to continue receiving a report on the work of Batavia Access Television.

13. **Future Agenda Items**

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

14. ***Next Meetings or Events***

- a. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 2 March 2020, Library Open [I]*
- b. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 8 March 2020*
- c. *Freedom of Information Day, Monday, 16 March 2020 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- e. *Trivia Bee for Literacy, Saturday, 21 March 2020, 9:00 a.m.–12:00 p.m., FONA International Inc.*
- f. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- g. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*
- h. *Good Friday, Friday, 10 April 2020, Library Open [I]*
- i. *Easter, Sunday, 12 April 2020, Library Closed*
- j. *National Drop Everything and Read (D.E.A.R.) Day, Sunday, 12 April 2020 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*
- k. *National Library Week (63rd Annual Observance, 1958–2020), Sunday–Saturday, 19–25 April 2020 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2020 Theme: “Find Your Place at the Library”*

- l. **Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- m. *Preservation Week (11th Annual Observance), Sunday–Saturday, 26 April–2 May 2020 — launched by the Association for Library Collections & Technical Services (ALCTS) in 2010 to celebrate collecting and preservation on the community level and highlight local institutions as a source of preservation information*
- n. *Children’s Book Week (102nd Annual Observance), Monday–Sunday, 27 April–3 May 2020 — “A great nation is a reading nation.”—Melcher [Note: Verify dates; now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- o. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Thursday, 30 April 2020 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- p. **Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- q. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- r. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- s. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- t. **Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- u. *ALA Annual Conference (Chicago), Thursday–Tuesday, 25–30 June 2020*
- v. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
- w. *Independence Day, Saturday, 4 July 2020, Library Closed*

15. **Adjournment**

Motion by Trustee Russo 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 7:51 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary