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## MINUTES

### Board of Library Trustees of the Batavia Public Library District

#### *Emergency Meeting*

Sunday • 15 March 2020

1. **Call to Order**

President Smith called the emergency meeting to order at 4:42 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Trustees Present:** Diane L. Blodgett, Jennifer M. Culotta, Katherine A. Garrett, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

**Trustees Absent:** Elizabeth P. Larson

**Staff Members Present:** Director George H. Scheetz, Stephanie A. DeYoung, H. Joseph McKane (arrived at 4:48 p.m.), Kathy A. Moecher (arrived at 4:48 p.m.), and Joanne C. Zillman

**Visitors Present:** None

3. **Approve the Agenda**

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

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

4. **Infectious Disease Outbreak Response**

Trustee Smith stated that the purpose of the Emergency Meeting was to review next steps during the Library's temporary closure.

Director Scheetz reported that he and several managers (both at the Library and via electronic means) had spent the weekend developing plans to manage the temporary closure.

McKane and Moecher arrived at 4:48 p.m.

At the Board's request, Director Scheetz presented an overview of such plans, which he described as tentative and a work in progress.

A lively discussion ensued on a variety of topics, including but not limited to communications, working remotely, access to the building, the safe handling books and other materials, essential tasks, and (for the Trustees) conducting official business in the absence of a regular meeting.

The consensus of the Board was as follows:—

- Batavia Public Library, which closed temporarily, effective Sunday, 15 March 2020, in response to the Novel Coronavirus Disease 2019 (COVID-19) epidemic and the Governor's "Executive Order 2020-05: Executive Order in Response to COVID-19 (COVID-19 Executive Order No. 3),"<sup>1</sup> shall remain closed for the foreseeable future.
- The regular meeting of the Board of Library Trustees, scheduled for Tuesday, 17 March 2020, was cancelled. Director Scheetz will poll the Trustees on time-sensitive issues, which the Board of Library Trustees will ratify at a future meeting.
- Until further notice, most employees shall not return to the building, with the exception of the Director, Facilities Services employees, and (with the approval of the Director) employees performing essential tasks.
- Until further notice, all employees shall continue to receive 100% of their pay.

The Board requested Director Scheetz to issue a communiqué to all employees (via email and Google Docs), the scope of which was proposed by Trustee MacKenzie.

5. **Next Meetings or Events**

- a. *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*
- b. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- c. ~~*Trivia Bee for Literacy, Saturday, 21 March 2020, 9:00 a.m. – 12:00 p.m., FONA International Inc. — POSTPONED*~~
- d. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- e. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*

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<sup>1</sup>COVID-19 Executive Order No. 3 required that "all public and private schools in Illinois serving pre-kindergarten through 12th grade students must close for educational purposes," effective 17 March 2020.

6. **Adjournment**

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

Trustee Smith declared the emergency meeting of the Board of Library Trustees adjourned at 5:50 p.m.

Respectfully submitted,

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Jo Ann Smith  
President

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Daniel R. Russo  
Secretary