



Agenda Item # 5 a (3)

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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 19 May 2020 • 6:00 p.m.

MEETING TOOK PLACE VIA ELECTRONIC MEANS

Batavia Public Library • 10 South Batavia Avenue • Batavia

1. Call to Order

Trustee Smith called the regular meeting to order at 6:00 p.m. and read the following statement.

This meeting of the Board of Library Trustees is being held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" (16 March 2020). The minutes of this meeting will include the foregoing statement.

2. Pledge of Allegiance to the Flag

3. Call the Roll

Trustees Present via Electronic Means: Diane L. Blodgett, Jennifer M. Culotta, Katherine A. Garrett, Elizabeth P. Larson, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: None

Staff Members Present (or Registered) via Electronic Means: Director George H. Scheetz, Ruth E. Arrott, Stephanie A. DeYoung, Michele M. Domel, Kathleen L. Fazio, Maria L. Fee, Kerry K. Halter, Sherri L. Harrison, Michelle D. Hogmire, Amy A. Hong, Hans P. Kaiser, Pamela L. Kamin, Patricia A. Leonard, Sara P. May, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Nina Motyka, Stacey L. Peterson, Mary K. Scott, Laura E. Sierzputowski, Nancy L. Wies, and Joanne C. Zillman

Visitors Present via Electronic Means: Rebecca Kelly, of Batavia, Illinois

4. Comments from the Audience

Michelle D. Hogmire, a part-time Technology / Reference Assistant (Adult Services) at Batavia Public Library, stated her preference that the Board of Library Trustees not make any decisions regarding the "Plan to Reopen the Library, Step 1" until such time as employees have had adequate time to read it and formulate a response to it.

Trustee Smith expressed her appreciation to Hogmire for her comments.

5. **Approve the Consent Agenda**

Trustee Smith read the consent agenda.

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

Trustee Smith stated that the minutes (Agenda Item # 5 a) were deferred to a future meeting at the request of Director Scheetz.

Motion by Trustee MacKenzie to approve the consent agenda, as amended, to include the following items:—

a. **Minutes**

~~(1) Emergency Meeting, Sunday, 15 March 2020~~

~~(2) Regular Meeting, Tuesday, 21 April 2020~~

b. **Expenditures**

(1) Expenditures ("Cash Disbursement Detail Report"): April 2020, including General Fund Checks (1811–1836) in the amount of \$76,970.82, Online Debit Charges in the amount of \$9,407.63, and Payroll Checks & Taxes in the amount of \$241,298.54, for a grand total of \$327,676.99 in expenditures.

c. **Other Action Items**

(1) An Ordinance Adopting a “Policy on Service to Non-Residents”: ORDINANCE 2020–001 (Standing Committee on Policy)

(2) A Resolution Adopting a “Policy on Stipends in Relation to Temporary Closure”: RESOLUTION 2020–004 (Standing Committee on Policy)

(3) Library Plan for Implementation of Amended Minimum Wage Law, Year 2 (Standing Committee on Policy):

a. Revised Salary Schedule for 2020–2021

b. Salary Adjustments for 2020–2021

(4) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

Seconded by Trustee Blodgett. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 7–0.

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 Garrett. All: Aye. The motion carried.

7. **A Snapshot of Working from Home**

- a. **Human Resources**, presented by Lisa M. Moore, its manager

Trustee Smith introduced Lisa M. Moore, who presented a brief report on the work of Human Resources during the closure.

- b. **Administration Services**, presented by Michele M. Domel, administrative assistant

Trustee Smith introduced Michele M. Domel, who presented a brief report on the work of Administration Services during the closure.

8. **Financial Reports: April 2020**

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

H. Joseph McKane, the Library’s Finance Specialist, noted that a copy of the 1st Quarter 2020 Fund Performance Update for The Illinois Funds was included in the Board packet with the financial reports.

He asked whether there were any questions regarding the financial reports, which were included in the Board packet. There were none.

9. **President’s Report**

Condolences: Trustee Smith extended the condolences of the Board of Library Trustees to Director Scheetz and his fiancé, Cindy Milazzo, on the passing of Cindy’s father, Charles Milazzo, at 100 years 7 months old.

Federal Emergency Management Association: Trustee Smith noted that she continues to monitor the availability of funds for state and local government agencies, including public libraries, from the Federal Emergency Management Association (FEMA).

Best Practices: Trustee Smith reported that she and Director Scheetz consult on a regular basis regarding best practices for the Library’s reopening.

Kudos: Trustee Smith commended the Library’s employees for their dedication and the amount of work they have accomplished during the temporary closure. Further, Trustee Smith recognized Joanne C. Zillman, the Library’s Deputy Director / Youth Services Manager, for her work with Batavia Counts.

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

Trustee Russo noted that Teacher Appreciation Week is celebrated in May and observed that one of the Library’s strengths is working with teachers—whether public, parochial, or private—all of whom are (like the Library) dedicated to lifelong learning.

11. **Correspondence and Communications**

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports: April 2020**

Director Scheetz noted that written reports were included in the Board packet. At the Board's request, there were no oral reports at the meeting.

13. **Planning to Reopen the Library: Step 1**

Trustee Smith stated that the purpose of this agenda item was recommend that the Board of Library Trustees review and approve Step 1—the first approval point—of a “Plan to Reopen the Library,” in order to allow employees to return to the building to resume work functions, as well as establish a start date for that purpose.

At Trustee Smith's request, Director Scheetz presented an overview of the “Plan to Reopen the Library.” He stated that the top priority for the “Plan to Reopen the Library” was a focus on what is best for Batavia while keeping employees safe.

Director Scheetz shared the inspiration for the “Plan to Reopen the Library”:—

“Commit to doing the things that will move us forward.”—Laura M. Newman (14 May 2020)

Director Scheetz identified the premise for the “Plan to Reopen the Library”:—

“If ready, then proceed.” (If we are ready to reopen, as delineated herein, then we will move forward. If we are not ready to reopen, then we will continue to plan for that day.)

Director Scheetz noted that, similar in nature to the “Restore Illinois” plan, Batavia's “Plan to Reopen the Library” is designed in progressive phases, called “steps.” Steps are defined as approval points for the Board of Library Trustees, based on the gradual expansion of both (a) public access to the building and (b) physical services.

Step 1—No Public Access to Building / Limited Physical Services (more-or-less equivalent to Restore Illinois, Phase 2)

Step 2—Limited Public Access to Building / Expanded Physical Services (more-or-less equivalent to Restore Illinois, Phase 3)

Step 3—Expanded Public Access to Building / Expanded Physical Services (more-or-less equivalent to Restore Illinois, Phase 4)

Step 4—Full-Scale Public Access to Building and Services (more-or-less equivalent to Restore Illinois, Phase 5)

For each of the four steps, the plan will identify the “Services” provided (in progressive stages as needed), the “Criteria” for that step, the “Staff Work Functions” required, and the “Preparations” needed. His full report was included in the Board packet. A lively discussion ensued.

In response to questions from Trustee Larson and Trustee Smith, Director Scheetz reported that managers are working closely with their direct reports to identify their availability to work, as well as their questions and concerns about returning to work in the building, including the use of a survey instrument.

At Director Scheetz's request, Lisa M. Moore, the Library's Human Resources Manager, presented an overview of an employee survey related to COVID-19 and reopening the Library. Discussion followed.

Director Scheetz commended Moore on her outstanding work in spearheading this initiative with the support of the Leadership Team.

Trustee Larson wants the Library to honor each individual employee's personal and family situation and ensure that staff members are not pressured to return to work in the building before they are ready.

Trustee Culotta observed that the survey results are individual in nature and stated that each response is valid. She stated that such a survey is a great way to obtain a baseline for further conversations with employees. Trustee Culotta noted that blanket decisions may not work effectively and individual accommodations may be necessary based on individual situations.

Trustee MacKenzie left the meeting at 7:00 p.m.

In response to a comment by Trustee Russo, discussion followed on safety protocols, including the question of taking temperatures (and related options), which he noted were addressed at a recent continuing education presentation, "Everything Library Trustees Need to Know During COVID-19" (14 May 2020), presented by the Illinois Heartland Library System (IHLS), the Illinois Library Association (ILA), and the Reaching Across Illinois Library System (RAILS).

In response to a question from Trustee Garrett, discussion followed on June 1 as "the earliest possible start date" for Step 1 and the milestones—that is, criteria or prerequisites—that are designed to move the Library from one stage to the next.

Director Scheetz noted that the "Plan to Reopen the Library" was informed by a wide variety of local, regional, and national resources. Discussion followed.

In response to a question from Trustee Garrett, discussion followed on Home Delivery Service, which was identified as a Service in Step 1, Stage 4.

Stacey L. Peterson, the Library's Adult Services Manager, reported that assisted living and senior housing facilities in Batavia were currently on lockdown. That said, the Library provides Home Delivery Service, as well, to individuals living independently. Discussion followed.

Trustee Smith suggested that, unlike Home Delivery Service to individuals living independently, service to assisted living and senior housing facilities may not be possible until Step 3. Discussion followed.

The consensus of the Board was to defer Home Delivery Service to assisted living and senior housing facilities to a further step.

In response to a question from Trustee Larson, Director Scheetz noted that curbside service, at least in the early stages, is limited to resources owned by Batavia, because delivery service currently is suspended.

In summary, Trustee Smith identified the following points:—

- At some point, the Library needs to reopen.
- The Library must treat employees as individuals and honor their feelings.
- The Board trusts the Director and his team.
- The Leadership Team must listen to employees, learn from mistakes, identify problems, and act quickly to make adjustments.
- The Board trusts the Leadership Team to handle the minutia of reopening the Library.

Trustee Smith suggested that the Director and his team have proposed a wise, conservative approach to reopening the Library. Discussion followed.

Trustee Culotta agreed. She observed that the Library's Leadership Team is taking its role seriously.

The consensus of the Board supported the "Plan to Reopen the Library, Step 1," as amended to defer Home Delivery Service to assisted living and senior housing facilities to a further step.

Motion by Trustee Culotta to...

- Approve Step 1 of a "Plan to Reopen the Library," as amended to defer Home Delivery Service to assisted living and senior housing facilities to a further step;
- Authorize the Library Director to allow employees to return to the building to resume work functions; and
- Establish Monday, 1 June 2020, as the earliest possible start date for that purpose, based on the premise, "if ready, then proceed."

Seconded by Trustee Russo. 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. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- b. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- c. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- e. ~~*ALA Annual Conference (Chicago), Thursday–Tuesday, 25–30 June 2020*~~ — CANCELLED
- f. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
- g. *Independence Day, Saturday, 4 July 2020, Library Closed*
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 July 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- i. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- j. ~~*Staff Development Day (4th Friday in August), Friday, 28 August 2020, Library Closed (Scheduled Work Day for All Employees)*~~ — CANCELLED (IN ITS CURRENT, LIVE FORMAT)

- k. *Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- l. *Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- m. *Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- n. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- o. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***

16. **Adjournment**

Motion by Trustee Russo 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 7:41 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary