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## MINUTES

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

#### *Regular Meeting*

Tuesday • 21 April 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, Stephanie A. DeYoung, Michele M. Domel, Kathleen L. Fazio, Kerry K. Halter, Michelle D. Hogmire, Pamela L. Kamin, Patricia A. Leonard, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, Mary K. Scott, Laura E. Sierzputowski, and Joanne C. Zillman

**Visitors Present via Electronic Means:** None

4. **Comments from the Audience**

Michelle D. Hogmire, a part-time Technology / Reference Assistant (Adult Services) at Batavia Public Library, stated her opposition to the Library's purchase of a large quantity of N95<sup>1</sup> face masks for use by the Library's employees upon reopening.

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<sup>1</sup>The order, which was subsequently cancelled, was later identified as KN95 masks.

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 for Sunday, 15 March 2020, and Tuesday, 7 April 2020, were deferred to a future meeting at the request of Director Scheetz.

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

a. **Minutes:—**

- (1) Regular Meeting, Tuesday, 18 February 2020
- ~~(2) Emergency Meeting, Sunday, 15 March 2020~~
- ~~(3) Committee of the Whole Meeting, Tuesday, 7 April 2020~~

b. **Expenditures:—**

- (1) Expenditures (“Cash Disbursement Detail Report”): February 2020, including General Fund Checks (1680–1754) in the amount of \$86,186.43, Online Debit Charges in the amount of \$9,889.93, and Payroll Checks & Taxes in the amount of \$165,571.95, for a grand total of \$261,648.31 in expenditures
- (2) Expenditures (“Cash Disbursement Detail Report”): March 2020, including General Fund Checks (1755–1810) in the amount of \$103,367.89, Online Debit Charges in the amount of \$9,246.51, and Payroll Checks & Taxes in the amount of \$173,847.05, for a grand total of \$286,461.45 in expenditures

c. **Other Action Items**

- (1) RATIFY “A Resolution Regarding a Waiver of Competition Pursuant to the Local Government Professional Services Selection Act: RESOLUTION 2020–002” (Standing Committee on Facilities)
- (2) A Resolution Delegating Authority to Board President to Make Decisions: RESOLUTION 2020–003 (Standing Committee on Policy)
- (3) RATIFY “Drainage Repairs (Kendall Excavating & Septic LLC)” (Standing Committee on Facilities)
- (4) RATIFY “Landscape Maintenance Services (Alan Horticulture LLC)” (Standing Committee on Facilities)
- (5) Group Medical Insurance (Standing Committee on Finance)

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

7. **Financial Reports: February–March 2020**

- 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.

In response to a question from Trustee Culotta, discussion followed on particular line items in the Working Budget.

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

- a. Promotional Services, presented by Patricia A. Leonard, its manager

Trustee Smith introduced Patricia A. Leonard, who presented a brief report on the work of Promotional Services during the closure.

Trustee Smith gave kudos to Leonard and Hans P. Kaiser for their hard work and flexibility.

- b. Adult Services, presented by Stacey L. Peterson, its manager

Trustee Smith introduced Stacey L. Peterson, who presented a brief report on the work of Adult Services during the closure.

Trustee Smith expressed appreciation to Peterson and the Adult Services department for their response to and accomplishments during the closure.

9. **President’s Report**

- **Relief:** Trustee Smith reported that she continues to monitor the availability of relief funds for public libraries from the Federal Emergency Management Agency (FEMA) and the Coronavirus Aid, Relief, and Economic Security (CARES) Act.
- **Reopening the Library:** Trustee Smith reported that she and Director Scheetz consult on a regular basis regarding best practices for reopening the Library.

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

**Ancestry Library Edition:** Trustee Russo extolled the value of Ancestry Library Edition, which he described as “absolutely incredible.” The census reports alone reinforce the importance of the 2020 census to future generations.

**Personal Protective Equipment:** In response to a comment by Trustee Garrett, discussion followed on the opinions expressed by Michelle D. Hogmire regarding the Library's purchase of N95<sup>2</sup> face masks for use by the Library's employees upon reopening.

11. **Correspondence and Communications**

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports:** February–March 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

He recognized Joanne C. Zillman for her efforts on behalf of Batavia Counts.

13. **Future Agenda Items**

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

In response to a question from Director Scheetz, discussion followed on the date (and time) of the next Committee of the Whole meeting.

The consensus of the Board was to schedule the next meeting for Thursday, 7 May 2020, at 6:00 p.m.

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

- a. ~~*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*~~ — ALL LOCAL EVENTS CANCELLED
- b. *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.]*
- c. *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*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- e. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- f. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- g. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***

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<sup>2</sup>The order, which was subsequently cancelled, was later identified as KN95 masks.

i. ~~ALA Annual Conference (Chicago), Thursday Tuesday, 25-30 June 2020~~ — CANCELLED

j. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*

k. *Independence Day, Saturday, 4 July 2020, Library Closed*

15. **A closed session** for “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2)

Motion by Trustee Larson to enter closed session for the purpose stated. Seconded by Trustee Culotta. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 7-0.

The Board entered closed session at 6:44 p.m.

The Board returned to open session at 7:46 p.m.

16. **Minimum Wage Law: Transition Plan for Year 2** (Standing Committee on Policy)

The consensus of the Board was to defer this agenda item to a future meeting.

17. **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 7:49 p.m.

Respectfully submitted,

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Jo Ann Smith  
President

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Daniel R. Russo  
Secretary