



Agenda Item # 5 a (2)

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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 June 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, Kerry K. Halter, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, Mary K. Scott (arrived at 6:23 p.m.), and Joanne C. Zillman (arrived at 6:34 p.m.)

Visitors Present via Electronic Means: None

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.

Trustee Smith stated that the minutes for Tuesday, 21 April 2020, were deferred to a future meeting at the request of Director Scheetz.

Motion by Trustee Larson 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~~

(3) Regular Meeting, Tuesday, 19 May 2020

b. **Expenditures**

(1) Expenditures (“Cash Disbursement Detail Report”): May 2020, including General Fund Checks (1862–1890) in the amount of \$52,516.67, Online Debit Charges in the amount of \$5,476.25, and Payroll Checks & Taxes in the amount of \$165,367.86, for a grand total of \$223,360.78 in expenditures

c. **Other Action Items**

(1) An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2020–2021 (ORDINANCE 2020–002) (Standing Committee on Policy)

(2) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40) (ORDINANCE 2020–003) (Standing Committee on Finance)

(3) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the FICA Fund (Fund 12) (ORDINANCE 2020–004) (Standing Committee on Finance)

(4) A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2021” (Illinois State Library) (RESOLUTION 2020–005) (Standing Committee on Policy)

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

7. **A Snapshot of Returning to the Library**

- a. Technical Services, presented by Kerry K. Halter, its manager

Trustee Smith introduced Kerry K. Halter, who presented a brief report on the work of Technical Services as employees began to return to the Library during Step 1 of the “Plan to Reopen the Library.”

Trustee Smith congratulated Halter on her great work.

- b. Circulation Services, presented by Stephanie A. DeYoung, its manager

Trustee Smith introduced Stephanie A. DeYoung, who presented a brief report on the work of Circulation Services as employees began to return to the Library during Step 1 of the “Plan to Reopen the Library.”

Trustee Larson reported that, in recent conversations with several patrons, they expressed their compliments on the efficiency of the curbside service.

Trustee MacKenzie shared his excitement on receiving a notice that his holds were ready to pick up.

Trustee Smith congratulated DeYoung on the great success of her planning efforts.

8. **Financial Reports**

- a. **Financial Reports: May 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. There were none.

- b. **Working Budget for 2020–2021** (Standing Committee on Finance)

Trustee Smith stated that the purpose of this report was to present the Working Budget for 2020–2021, which was recommended by the Standing Committee on Finance to the Board of Library Trustees for approval.

Director Scheetz reported that the Working Budget was designed to provide greater detail in revenues and expenditures than the combined Annual Budget and Appropriation, which is required by statute.

The proposed Working Budget for 2020–2021 was developed by H. Joseph McKane, Library Accountant / Financial Specialist, under the guidance of the Library Director.

Director Scheetz commended McKane for his outstanding work on the Working Budget.

Guidelines

At the Library Director's request, the Standing Committee on Finance established guidelines in May for the preparation of the Working Budget.

The budget as presented is a balanced budget. While the budget does not meet the letter of the guidelines established by the Standing Committee on Finance, it meets the spirit of the guidelines. Discussion followed.

In Summary

Trustee Culotta expressed confidence in this year's Working Budget, which she described as conservative, but realistic. Discussion followed.

Motion

Motion by Trustee Culotta to approve the Working Budget for 2020–2021, as presented Seconded by Trustee Garrett. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 7–0.

Trustee Garrett expressed her appreciation to the Standing Committee on Finance a concise and comprehensive Working Budget. Trustee Culotta gave kudos to McKane for his exceptional work.

- c. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2020–2021”** (Standing Committee on Finance)

Trustee Smith noted that a copy of the Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2020–2021” was included in the Board packet.

Director Scheetz described the Annual Budget and Appropriation process, which is followed later in the year by the Annual Levy process. Discussion followed.

Director Scheetz reported that a notice was scheduled to appear in the *Kane County Chronicle* on Thursday, 18 June 2020, and (due to the temporary closure) the tentative form of the Ordinance was available for public inspection on the Library's Web site on and after Friday, 12 June 2020. (In past years, the tentative form of the Ordinance was available for public inspection in the Business Office and at the Reference Desk.) A public hearing will be held on Tuesday, 21 July 2020, after which the Board will adopt the Ordinance.

Director Scheetz commended McKane for his work on the Annual Budget and Appropriation.

9. **President's Report**

- **Annual Meeting, Batavia Tax Increment Finance Joint Review Board:** Trustee Smith reported that she and Director Scheetz will represent the Library at the Annual Meeting on Wednesday, 24 June 2020.

- **Appoint two (2) trustees (other than Secretary to perform audit of Secretary’s records on or before September 1, as required by 75 ILCS 16 / 30–65 (c):** Trustee Smith reported that two Trustees (other than the Secretary) were needed to conduct the annual Secretary’s Audit.

Trustee Garrett and Trustee MacKenzie agreed to carry out this assignment.

- **Retrospective Review of Temporary Closure in Relation to COVID-19 Crisis:** Trustee Smith reported that the Standing Committee on Policy discussed the idea of conducting, in the future, a retrospective review of the closing and reopening of the Library. Discussion followed.

The consensus of the Board supported the proposed retrospective review, which Trustee Russo described as “a great and important idea.”

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

OCLC: Trustee Russo praised the Library’s membership in the Online Computer Library Center (OCLC), a worldwide library cooperative. Founded in 1967, OCLC is a not-for-profit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing information costs.

This cooperative resource simplifies cataloging, maintenance, interlibrary loan, and discovery tasks for libraries worldwide and is heavily used by the Library’s Technical Services and Adult Services departments.

Rainbow Book Month: Trustee Russo reported that June is Rainbow Book Month™, a nationwide celebration of the authors and writings that reflect the lives and experiences of the lesbian, gay, bisexual, transgender, pansexual, genderqueer, queer, intersex, agender, and asexual community.

As of 2020, GLBT Book Month™ (celebrated by the American Library Association since 2015) was renamed Rainbow Book Month™ in coordination with the Rainbow Round Table’s name change in 2019. Originally established in the early 1990s by The Publishing Triangle as National Lesbian and Gay Book Month, this occasion is an opportunity for book-lovers and libraries to celebrate the very best in LGBTQIA+ literature.

11. **Correspondence and Communications**

The following item of correspondence was included in the Board packet or distributed at the meeting:—

- Letter from Jesse White, Secretary of State and State Librarian, awarding the Batavia Public Library District a FY2020 Illinois Public Library Per Capita Grant in the amount of \$33,202.50 (4 June 2020)

Director Scheetz reported that the deadline to expend FY2019 Per Capita Grant funds was extended to 31 December 2020.

There were no additional items of correspondence and communications.

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

Director Scheetz expressed his great pride in what the Library's wonderful employees are doing for the Batavia community. He stated that the Library has a great leadership team and personnel complement and described their high level of excitement about reopening and helping patrons once more. He expressed his gratitude to the Trustees for their support as the Library moves closer to reopening in the near future.

Trustee Smith praised the amazing amount of creative energy in all departments.

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. ~~ALA Annual Conference (Chicago), Thursday Tuesday, 25-30 June 2020~~ — CANCELLED
- b. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
- c. *Independence Day, Saturday, 4 July 2020, Library Closed*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 July 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- f. ~~*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)
- g. *Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: "every child should obtain a library card"*
- h. *Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- i. *Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- j. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- l. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***

15. **Adjournment**

Motion by Trustee Russo 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 6:38 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary