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## MINUTES

### Standing Committee on Finance • Board of Trustees • Batavia Public Library District

#### *Special Meeting*

Tuesday • 1 October 2019

1. **Call to Order**

Trustee Culotta called the meeting to order at 7:31 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Diane L. Blodgett, Jennifer M. Culotta, Katherine A. Garrett

**Committee Members Absent:** None

**Other Trustees Present:** Jo Ann Smith

**Staff Members Present:** Director George H. Scheetz, H. Joseph McKane, and Joanne C. Zillman

**Visitors Present:** None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Tuesday, 7 May 2019

Trustee Culotta asked whether there were any changes to the minutes.

Motion by Trustee Garrett to approve the minutes of the special meeting, as presented. Seconded by Trustee Blodgett. All: Aye. The motion carried.

5. **An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2019–2020** (ORDINANCE 2019–XXX)

Trustee Culotta stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve an additional, special purpose tax of 0.02% for buildings and

equipment for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

Director Scheetz summarized his report, which was included in the Committee packet.

He noted that the purpose of this Ordinance is to adopt an additional, special purpose tax of 0.02% for buildings and equipment for library purposes, and maintenance, repairs, and alterations of library buildings and equipment. According to Illinois Statutes, “In any year in which the board proposes to levy the additional 0.02% tax, the board shall adopt an ordinance determining to levy the tax.”

Director Scheetz reported that, as an informal goal, the Library attempts to maintain a balance of \$250,000 in this fund in anticipation of unanticipated and/or catastrophic events. He supports that goal. Discussion followed.

Motion by Trustee Blodgett to recommend that the Board of Library Trustees approve “An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2018–2019,” as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

6. **A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy** (RESOLUTION 2019–XXX)

Trustee Culotta stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve “A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy.”

Director Scheetz summarized his report, which was included in the Committee packet.

He noted that “The Truth in Taxation Act” [35 ILCS 200 / 18–55 et seq.], requires the Batavia Public Library District to determine the amount of money estimated to be necessary to be raised by the tax levy for each year (“levy”) upon the taxable property in the Library District, not less than twenty (20) days prior to the adoption of the levy.

He explained that the purpose of this Law is to require taxing districts to disclose by publication and to hold a public hearing on their intention to adopt an aggregate levy in amounts more than 105% of the amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the final aggregate levy of the preceding year. Discussion followed.

Motion by Trustee Garrett to recommend that the Board of Library Trustees approve “A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy,” as presented. Seconded by Trustee Blodgett. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

7. **Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation)**

Trustee Culotta stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal for insurance policies (business package, automobile, commercial liability umbrella, workers compensation).

Director Scheetz reported that the Library's current providers (since 2017) are Utica National Insurance Group and The Travelers Companies / Cook and Kocher Insurance Group Inc., of Park Ridge, Illinois. He noted that, typically every 2–3 years, the Standing Committee on Finance reviews the Library's insurance coverage or rates.

H. Joseph McKane, as the Library Accountant / Finance Specialist, reported that the Library did not solicit competitive proposals for the Library's insurance policies in 2018, primarily because of outstanding claims, and 2019. Discussion followed.

He recommended that the Board of Library Trustees approve the newly proposed rates from Cook & Kocher Insurance Group Inc., of Park Ridge, Illinois, in the amount of \$21,794, which reflects an increase of \$287 (1.3%) over the current rates. Discussion followed.

Motion by Trustee Garrett to recommend that the Board of Library Trustees approve the proposal from the Cook and Kocher Insurance Group Inc., of Park Ridge, Illinois, in the amount of \$21,794, as presented. Seconded by Trustee Blodgett. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

8. **Annual Financial Report for the Year Ended 30 June 2019 (Independent Auditor's Report and Financial Statements)**

Director Scheetz reported that the auditors were scheduled to deliver their report after the date of the Committee meeting. As a result, the Independent Auditor's Report was not available for Committee review and would be included in the Board packet. Discussion followed.

9. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

10. **Comments from the Committee**

In response to a question from Trustee Garrett, McKane presented a report on the new accounting system.

There were no additional comments from the Committee.

11. **Next Meetings or Events**

a. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*

b. *Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

c. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*

d. *“Turn the Page,” Batavia Public Library and Batavia Park District present PechaKucha Night™ Batavia, Volume 16, Thursday, 24 October 2019*

e. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*

f. *International Games Week (formerly International Games Day), Sunday–Saturday, 3–9 November 2019 — launched in 2008 to focus on the social and recreational side of gaming*

- g. {NEW} *Fall Children’s Book Week, Monday–Sunday, 4–10 November 2019 — “A great nation is a reading nation.”—Melcher — 2019 Theme: Read Now • Read Forever*
- h. ***Standing Committee on Finance, Tuesday, 5 November 2019, 7:00 PM (or immediately following the Standing Committee on Services), Elizabeth L. Hall Conference Room, Batavia Public Library***
- i. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- k. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- l. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- m. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- n. ***Standing Committee on Finance, Tuesday, 3 December 2019, 7:00 PM (or immediately following the Standing Committee on Services), Elizabeth L. Hall Conference Room, Batavia Public Library***
- o. *Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- p. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- q. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- r. *New Year’s Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- s. *New Year’s Day, Wednesday, 1 January 2020, Library Closed [F]*

12. **Adjournment**

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

Trustee Culotta declared the meeting adjourned at 7:48 p.m.

Respectfully submitted,

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George H. Scheetz  
Director