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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 21 July 2020

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 6:08 p.m. and read the following statement.

This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor Pritzker pursuant to “COVID-19 Executive Order No. 5” (16 March 2020) and by the Government Emergency Administration Act (Public Act 100–0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library’s attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement.

2. **Pledge of Allegiance to the Flag**

3. **Call the Roll**

Trustee Russo read the following statement.

Pursuant to the aforementioned Government Emergency Administration Act, please note that a roll call vote is now required for all motions. Further, as I call the roll, please verify that you can hear one another and can hear all discussion and testimony.

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

Trustees Absent: Katherine A. Garrett and Michael E. MacKenzie

Staff Members Present (or Registered) via Electronic Means: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Christine C. W. Edison (registered only); Kerry K. Halter, Pamela L.

Kamin, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, Mary K. Scott (arrived at 6:04 p.m.), and Joanne C. Zillman

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.

Motion by Trustee Larson to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

- (1) Regular Meeting, Tuesday, 21 April 2020
- (2) Regular Meeting, Tuesday, 16 June 2020

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): June 2020, including General Fund Checks (1716–1973) in the amount of \$133,291.96, Online Debit Charges in the amount of \$21,076.22, and Payroll Checks & Taxes in the amount of \$164,052.55, for a grand total of \$318,420.73 in expenditures.

c. **Other Action Items**

- (1) An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2020 and Ending 30 June 2021: ORDINANCE 2020–005 (Standing Committee on Finance)
- (2) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40): ORDINANCE 2020–006 (Standing Committee on Finance)
- (3) A Resolution Adopting a “Policy on Face-Coverings”: RESOLUTION 2020–006 (Standing Committee on Policy)
- (4) Mechanical System: Temperature Control System (Control Engineering Corporation) (Standing Committee on Facilities)
- (5) Parking Lot: Sealcoat and Stripe (Safeguard Sealcoating Inc.) (Standing Committee on Facilities)

Seconded by Trustee Culotta. Roll Call: Blodgett aye; Culotta, aye; Larson, aye; Russo, aye; Smith, aye. The motion carried, 5–0, with two members absent.

6. **Approve the Agenda**

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

Motion by Trustee Blodgett to approve the agenda, as presented. Seconded by Trustee Russo. Roll Call: Blodgett aye; Culotta, aye; Larson, aye; Russo, aye; Smith, aye. The motion carried, 5–0, with two Trustees absent.

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

a. **Youth Services**, presented by Joanne C. Zillman, its manager.

Trustee Smith introduced Joanne C. Zillman, who presented a brief report (and slide show) on the work of Youth Services as employees returned to the Library during Step 1 of the “Plan to Reopen the Library.”

Trustee Smith congratulated Zillman for the creative programs produced by Youth Services for children and families.

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, including a special mention of the “Community Check-In” program on Instagram and Facebook, as employees returned to the Library during Step 1 of the “Plan to Reopen the Library.”

Trustee Smith congratulated Peterson for the creative programs produced by Adult Services for adults and teens.

8. **Financial Reports: June 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.

9. **President’s Report**

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

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

Curbside Service: Trustee Russo described his use of the Library’s curbside service, which worked well. He suggested that a lot of effort went into planning the curbside services, and it shows. Trustee Russo particularly likes the new receipt, which lists the identifies the cost saved when borrowing instead of buying a book.

Trustee Smith echoed Trustee Russo’s praise and Trustee Larson reiterated that the processes developed by the Library are easy to use and well organized, for which she gave kudos to the Library’s employees.

Programs in the Age of COVID-19: Trustee Russo gave kudos to Joanne C. Zillman and Stacey L. Peterson for their creative work in keeping the Library’s programs running smoothly.

11. **Correspondence and Communications**

The following item of correspondence was included in the Board packet:—

- “A BOOK OF DAYS: Official Holiday and Closing Schedules for Library, City of Batavia, and Post Office; and Selected Special Events, 1 July 2020 to September 2021” (July 2020)

There were no additional items of correspondence and communications.

12. **Director’s and Librarians’ Reports:** June 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. **Plan to Reopen the Library, Steps 2–3** (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was recommend that the Board of Library Trustees review and approve Steps 2–3, the second and third approval points of a “Plan to Reopen the Library,” in order to resume certain work functions, as well as establish a start date for such purposes.

At Trustee Smith’s request, Director Scheetz presented an overview of Steps 2–3 of the “Plan to Reopen the Library.” He expressed his appreciation to the Trustees for adopting the “Policy on Face-Coverings.”

Director Scheetz stated that the top priority for the Plan was a focus on what is best for the community while keeping employees safe. For each Step, the Plan identifies the “Services” provided (in progressive Stages), the “Criteria” for that step, the “Work Functions” required, and the “Preparations” needed. His full report was included in the Board packet. A lively discussion ensued.

Trustee Larson expressed her appreciation to the Leadership Team for including the Friends of the Batavia Public Library in the “Plan to Reopen the Library.”

Trustee Smith praised the recommended language, which does not tie the Library to a specific date by using such phrases as “no sooner than.” Trustee Smith remarked that the Plan is well-considered. She expects the Plan to be a fluid document with elements added, changed, or rearranged as needed. Discussion followed.

Director Scheetz noted that the Plan is designed to adjust easily and quickly based on current conditions. The Leadership Team has taken a flexible, continuous approach to designing the progressive Stages. Discussion followed.

Trustee Smith expressed her faith and trust in Director Scheetz, the Leadership Team, and other employees.

Trustee Larson expressed her appreciation, as well, to the Library’s employees for their hard work in planning for the Library’s reopening.

Trustee Culotta observed that Steps 2–3 of the proposed Plan were reviewed in greater detail at the recent meeting of the Standing Committee on Policy, which was appropriate. The proposed Plan wisely

demonstrates a cautious, conservative approach to reopening the Library. Trustee Blodgett concurred. Discussion followed.

The consensus of the Board supported the “Plan to Reopen the Library, Steps 2–3.”

Motion

Motion by Trustee Culotta to approve...

- Step 2 of a “Plan to Reopen the Library”; authorize the Library Director to allow employees to resume certain services (as identified in this report); and establish Monday, 27 July 2020, as the earliest possible start date for that purpose, based on the premise, “if ready, then proceed”; and
- Step 3 of a “Plan to Reopen the Library”; authorize the Library Director to allow employees to resume certain services (as identified in this report); and establish Monday, 3 August 2020, as the earliest possible start date for that purpose, based on the premise, “if ready, then proceed.”

Seconded by Trustee Blodgett. Roll Call: Blodgett aye; Culotta, aye; Larson, aye; Russo, aye; Smith, aye. The motion carried, 5–0, with two members absent.

14. **Future Agenda Items**

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

Director Scheetz noted that four Trustees will be elected to four-year terms, through May 2025, at the Consolidated Election on 6 April 2021. (There are four Trustees up for reelection.)

The Business Office will prepare Election Packets for distribution to prospective candidates by mid-September. (Petitions may not be circulated prior to 22 September 2020 and must be filed with the Library from 14–21 December 2020.)

15. **Next Meetings or Events**

- Board of Library Trustees (Regular Meeting), Tuesday, 18 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- 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)*
- Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

h. Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room

16. **Adjournment**

Motion by Trustee Russo to adjourn the meeting. Seconded by Trustee Larson. Roll call: Blodgett aye; Culotta, aye; Larson, aye; Russo, aye; Smith, aye. The motion carried, 5–0, with two members absent.

Trustee Smith declared the regular meeting of the Board of Library Trustees adjourned at 6:47 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary