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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 18 August 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 6:03 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, 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, Kathy A. Moecher, Stacey L. Peterson, Mary K. Scott (arrived at 6:05 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 Russo to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

- (1) Public Hearing, Tuesday, 21 July 2020
- (2) Regular Meeting, Tuesday, 21 July 2020

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): July 2020, including General Fund Checks (1974–2070) in the amount of \$147,663.13, Online Debit Charges in the amount of \$15,953.43, and Payroll Checks & Taxes in the amount of \$167,006.42, for a grand total of \$330,622.98 in expenditures.

c. **Other Action Items**

- (1) A Resolution Certifying the 2019–2020 Illinois Public Library Annual Report (IPLAR):
RESOLUTION 2020–007

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

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

a. **Facilities Services**, presented by Kathy A. Moecher, its manager

Trustee Smith introduced Kathy A. Moecher, who presented a brief report on the work of Facilities Services as patrons returned to the Library during Step 3 of the “Plan to Reopen the Library.”

Trustee Smith expressed the Board’s appreciation to Moecher and the Facilities Services department.

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 patrons returned to the Library during Step 3 of the “Plan to Reopen the Library.”

Trustee Smith expressed the Board’s appreciation to DeYoung and the Circulation Services department.

In response to a question from Trustee Garrett, discussion followed on upcoming milestones.

In response to a question from Trustee MacKenzie, discussion followed on reciprocal borrowing and “pick up anywhere” service, the latter of which SWAN will restore on September 9.

In response to a question from Trustee Smith, discussion followed on returning books and other materials to the Library.

8. **Financial Reports: July 2020**

- 2019–2020 Working Budget — through 30 June 2020
- 2020–2021 Cash & Investments

In the absence of the Library/Accountant / Finance Specialist, Director Scheetz asked whether there were any questions regarding the financial reports, which were included in the Board packet. There were no questions.

9. **President’s Report**

- **Grab & Go Service:** Trustee Smith reported that she visited the Library on Monday, August 17, the first day that the building reopened to patrons. She observed a smooth, well-run, friendly operation—and all the appointments on day one were filled.

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

Grab & Go Service: Trustee Russo, who visited the Library, as well, for the reopening on Monday, August 17, observed that families were thrilled to return to the building. “It felt like a nice return to normal,” he said.

Illinois Public Library Annual Report: Trustee Russo commented that the Illinois Public Library Annual Report (IPLAR), a copy of which was included in the Board packet as part of the Consent Agenda, is an impressive, useful report and should be considered in putting together an annual report to the community.

Regarding the absence of data on study-room use, he wondered whether we could track those numbers. Discussion followed.¹

Kudos to Employees! Trustee Larson and Trustee Garrett congratulated the Library’s staff members on their hard work in reopening the Library.

¹The absence of data on study-room use was an oversight and was corrected before the IPLAR was filed with the Illinois State Library.

11. **Correspondence and Communications**

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports: July 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.

Trustee Smith noted the work and creative effort applied to providing high-quality programs for the Library's patrons during the temporary closure. The building was closed, the Library was not.

13. **Chiller System Consulting Services** (Standing Committee on Facilities)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal for "Chiller System Consulting Services" (Proposal No. 20181) from Elara Engineering / Elara Energy Services Inc.

Director Scheetz noted that this agenda item is based, in part, on the Library's Master Plan and relates to Speak Up! Recommendation 3-2 ("Maintain the community's investment in the Library building and site by systematically planning to address long-term maintenance needs").

Proposals

Trustee Garrett reported that the Library received four proposals for consulting services for this project, which Director Scheetz reviewed with Christopher R. Kottra, associate principal, Building Technology Consultants Inc.

This selection process was not a competitive bidding process, per se, yet the same general criteria were used to analyze the four proposals.

She stated that the proposal from Elara Engineering / Elara Energy Services Inc., of Hillside, Illinois, was by far the most thorough proposal, which the Standing Committee on Facilities recommended for approval. Discussion followed.

The consensus of the Board supported the proposal from Elara Energy Services Inc.

Motion

Motion by Trustee Garrett to approve a proposal for "Chiller System Consulting Services" (Proposal No. 20181) from Elara Engineering / Elara Energy Services Inc., of Hillside, Illinois, in the amount of \$24,500 (on a fixed fee basis) for design and specifications, bidding assistance, and construction phase services, including functional testing, plus reimbursable expenses, as presented. 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.

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***

- a. ~~*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)
- b. *Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- c. *Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- d. *Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- e. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- f. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- g. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 27 September–3 October 2020 — 2020 Theme: Censorship Is a Dead End*
- h. *154th Anniversary of Library Service in Batavia (October 1866–2020), October 2020*
- i. {NEW} *TeenTober (formerly Teen Read Week™ in October and Teen Tech Week in March), October 2020 — launched in 2019 to celebrate teens and teen services in libraries*
- j. *Columbus Day (Observed) (2nd Monday in October), Monday, 12 October 2020, Library Open [F]*
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- l. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 20–22 October 2020*
- m. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 1 November 2020*
- n. *General Election Day (in even-numbered years, the Tuesday after the first Monday in November), Tuesday, 3 November 2020, Library Open [I, as both “General Election Day” (205 ILCS 630/17) and “2020 General Election Day” (Public Act 101–0642; 10 ILCS 5/2B-10; eff. 6/16/20), a new, one-time state holiday]*
- o. *Fall Children’s Book Week (since 2019), Monday–Sunday, 4–10 November 2020 — “A great nation is a reading nation.”—Melcher — 2020 Theme: Read. Dream. Share. [Note: In a story fraught with irony, the original Children’s Book Week was moved from November to May in 2008.]*

- p. *International Games Week, Sunday–Saturday, 8–14 November 2020 — launched in 2008 to focus on the social and recreational side of gaming*
- q. *Veterans Day, Wednesday, 11 November 2020, Library Open [F]*
- r. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 November 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- s. *Thanksgiving Eve, Wednesday, 25 November 2020, Library Closed at 5:00 p.m.*
- t. *Thanksgiving (4th Thursday in November), Thursday, 26 November 2020, Library Closed [F]*
- u. *Day after Thanksgiving, Friday, 27 November 2020, Library Open*
- v. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 December 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- w. *Christmas Eve, Thursday, 24 December 2020, Library Closed*
- x. *Christmas, Friday, 25 December 2020, Library Closed [F]*
- y. *New Year’s Eve, Thursday, 31 December 2020, Library Closed at 12:00 noon*
- z. *New Year’s Day, Friday, 1 January 2021, Library Closed [F]*

16. **Adjournment**

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

Trustee Smith declared the regular meeting of the Board of Library Trustees adjourned at 6:34 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary