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## MINUTES

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

#### *Regular Meeting*

Tuesday • 15 September 2020

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

In the absence of President Smith, Vice President Garrett was in the chair.

Trustee Garrett 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**

Mayor Jeffery D. Schielke led the 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, and Daniel R. Russo

**Trustees Absent:** Jo Ann Smith

**Staff Members Present (or Registered) via Electronic Means:** Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kerry K. Halter (arrived at 6:10 p.m.), H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, T. Ross Valentine, and Joanne C. Zillman

**Visitors Present via Electronic Means:** Christopher M. Faber (arrived at 6:37 p.m.); Tyler Feeney, area vice president, Gallagher Benefit Services, Inc.; Laura M. Newman, city administrator, City of Batavia; and Jeffery D. Schielke, mayor, City of Batavia

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Garrett read the consent agenda.

Trustee Garrett asked whether there were any changes to the consent agenda.

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

a. **Minutes**

- (1) Regular Meeting, Tuesday, 18 August 2020

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): August 2020, including General Fund Checks (2071–2137) in the amount of \$87,046.53, Online Debit Charges in the amount of \$7,488.13, and Payroll Checks & Taxes in the amount of \$163,998.95, for a grand total of \$258,533.61 in expenditures.

c. **Other Action Items**

- (1) Personnel Complement Detail and Authorized Personnel Strength (Standing Committee on Policy)
- (2) A Resolution Delegating Authority to Board President to Make Decisions (RESOLUTION 2020–008) (Standing Committee on Policy)

Seconded by Trustee MacKenzie. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye. The motion carried, 6–0, with one member absent.

6. **Approve the Agenda**

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

Motion by Trustee Larson to approve the agenda, as presented. Seconded by Trustee MacKenzie. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; The motion carried, 6–0, with one member absent.

7. **Near East Downtown Tax Increment Finance (TIF) District No. 6**

a. **Board Education:**

Trustee Garrett introduced Laura M. Newman, city administrator, City of Batavia, and Jeffery D. Schielke, mayor, City of Batavia.

Halter arrived at 6:10 p.m.

Newman presented a report (illustrated with PowerPoint slides) on the “Near East Downtown Tax Increment Financing District Redevelopment Plan and Program.”

Trustee Garrett opened the floor to comments and questions for Newman and/or Mayor Schielke.

Director Scheetz stated that the Library and the School District are the only two governmental bodies that will receive reimbursement from the City of Batavia as a result of residential development in the TIF district. Discussion followed.

Mayor Schielke observed that many older residents have expressed (to him) an interest in the One Washington Place project. They like the proposed location, he said, and are excited about its proximity to the Library. The plan calls for 186 residential units with a completion date (and occupancy) in about 3–4 years.

In response to a question from Trustee Garrett, discussion followed on the process required for the Library to receive reimbursements from the TIF fund.

Faber arrived at 6:37 p.m.

Newman reported that reimbursements are calculated each year based on the number of new residents in the TIF district that are eligible to receive a library card (as opposed to the actual number of new residents that apply for a library card).

In response to a question from Trustee Larson, discussion followed on the approval process for TIF District No. 6.

In response to a question from Newman, Director Scheetz reported that the Library’s official service population was 25,562, of which there are currently 16,636 library cards in force.

There were no further questions or comments.

City Administrator Newman and Mayor Schielke left the meeting at 6:54 p.m.

b. **Near East Downtown Tax Increment Finance (TIF) District No. 6**

Trustee Garrett stated that the purpose of this agenda item was to decide whether to express support for the “Near East Downtown Tax Increment Financing (TIF) District No. 6” and, by so doing, authorize Trustee Smith and/or Director Scheetz (as her alternate) to vote in favor of TIF District No. 6 at the upcoming meeting of the Batavia TIF Joint Review Board.

In response to a question from Trustee Culotta, Director Scheetz reported that the official position of the School District is not yet known. That said, a simple majority of the members of the Joint Review Board is required to approve TIF District No. 6. Discussion followed.

H. Joseph McKane, the Library’s Finance Specialist, described incremental cost accounting, which he used to clarify the cost to the Library of serving new patrons—as opposed to the cost to the School District of serving new students. He noted that the Library is not comparable to the School District.

Motion and Next Steps

Motion by Trustee Russo to support for TIF District No. 6. The motion died for lack of a second.

Director Scheetz explained that, in this situation—without formal direction from the Board of Library Trustees, the Board President was left to vote as she deemed appropriate at the Joint Review Board meeting on Thursday, 1 October 2020. Discussion followed.

The consensus of the Board was to schedule a special meeting to continue debate on the question of TIF District No. 6.

Motion by Trustee Larson to schedule a special meeting to continue debate on the question of TIF District No. 6 on Thursday, 22 September 2020, at 6:00 p.m. Seconded by Trustee MacKenzie. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; The motion carried, 6–0, with one member absent.

The Board requested McKane to attend the special meeting and requested Director Scheetz to distribute additional information on TIF District No. 6 and its impact on the Library in advance of the special meeting on Thursday, 22 September 2020.

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

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

Trustee Garrett introduced Joanne C. Zillman, who presented a brief report on the work of Youth Services as employees returned to the Library during Step 3 of the “Plan to Reopen the Library.”

Trustee Garrett expressed the Board’s appreciation to Zillman and Youth Services.

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

Trustee Garrett introduced Stacey L. Peterson, who presented a brief report on the work of Adult Services as employees returned to the Library during Step 3 of the “Plan to Reopen the Library.”

Trustee Garrett expressed the Board’s appreciation to Peterson and Adult Services.

Trustee Russo observed that patrons are glad to return to the building. They like checking out physical books and other materials.

9. **Financial Reports:** August 2020

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

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 no questions.

10. **President's Report**

The President pro tempore did not present a special report.

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

**Library Card Sign-Up Month:** Trustee Russo reminded the Board that September is Library Card Sign-Up Month, which was launched in 1987 as a national campaign. He challenged each Trustee to get encourage one person to sign up for a library card.

**Kudos to the Library's Employees:** Trustee Larson gave kudos for the Library's engagement on Facebook and other social media platforms.

**Friends of the Batavia Public Library:** Trustee Russo reported that the Friends Board is exploring creative ways in which to raise funds, which would allow it to continue its traditional grant program.

12. **Correspondence and Communications**

- Memorandum from the Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner Ltd. regarding whether public libraries need to close for the new, one-time state holiday, "2020 General Election Day" (11 September 2020)

13. **Director's and Librarians' Reports:** August 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.

14. **Group Medical Insurance: A Resolution Authorizing the Execution of an Intergovernmental Agreement by and between the City of Batavia and the Batavia Public Library for the Purpose of Adding the Library as a Listed Entity under the City of Batavia's Membership in the Intergovernmental Personnel Benefit Cooperative (IPBC)** (RESOLUTION 2020-009) (Standing Committee on Policy)

Trustee Garrett stated that the purpose of this agenda item was for Batavia Public Library to join the Intergovernmental Personnel Benefit Cooperative (IPBC) as a Listed Entity under the sponsorship of the City of Batavia, beginning 1 January 2021.

Director Scheetz and Lisa M. Moore, the Library's Human Resources Manager, reported that the Library has an opportunity to participate in a governmental insurance consortium—the Intergovernmental Personnel Benefit Cooperative (IPBC)—as a Listed Entity under the sponsorship of the City of Batavia. The Library currently extends group medical insurance to employees working 30+ hours per week on a pro-rata basis. This benefit would continue as part of the IPBC.

At the present time (in fiscal year 2020–2021), a total of 24 employees are eligible for group medical insurance. The actual number who currently participate in the plan is 21 employees. As part of the IPBC, the Library expects to have a similar number of eligible employees, with one proviso; namely, changes in the Authorized Personnel Strength may increase the number of eligible employees.

The Library's broker would change from the Buttrey-Wulff-Mamminga Agency Inc. to Arthur J. Gallagher & Co., which is the broker for the IPBC.

Trustee Culotta and Tyler Feeney, area vice president, Gallagher Benefit Services Inc., presented an overview of the proposal. The Library currently is enrolled in three plan options—one Health Maintenance Organization (HMO) plan, one Preferred Provider Organization (PPO) plan, and one selected-network PPO plan—with BlueCross BlueShield of Illinois. The plan options would continue as part of the IPBC. Discussion followed.

Trustee Culotta observed that the benefits, including the stability of future rates (as indicated by historical trends for the IPBC), outweigh any additional upfront costs associated with the transition to the IPBC. Discussion followed.

In response to a question from Trustee Garrett vis-à-vis the Library’s status in case the City left the IPBC in the future, Feeney responded that the Library would have its own plan, not tied to the City.

The consensus of the Board supported the proposal to join the Intergovernmental Personnel Benefit Cooperative as a Listed Entity.

Motion by Trustee Culotta to approve “A Resolution Authorizing the Execution of an Intergovernmental Agreement by and between the City of Batavia and the Batavia Public Library for the Purpose of Adding the Library as a Listed Entity under the City of Batavia’s Membership in the Intergovernmental Personnel Benefit Cooperative (IPBC)” (RESOLUTION 2020–009), as presented. Seconded by Trustee MacKenzie. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; The motion carried, 6–0, with one member absent.

Director Scheetz noted that the City Attorney and the Library’s general counsel are engaged in reviewing the proposed intergovernmental agreement (IGA), which will define the Library’s relationship to the City as a Listed Entity under the City’s membership in the IPBC.

Feeney left the meeting at 7:57 p.m.

15. **Pay for Actual Hours Worked** (Standing Committee on Policy)

Trustee Garrett stated that the purpose of this agenda item was to rescind the temporary suspension of standard operating procedures for hours worked, which was put in place during the temporary closure in response to the COVID-19 pandemic, and restore the practice of “pay for actual hours worked.”

Director Scheetz reported that, now that the Library has entered Step 3 of its “Plan to Reopen the Library, the consensus of the Library’s Leadership Team, composed of the Library Director and his direct reports, was to restore the practice of “pay for actual hours worked,” effective with the pay period beginning Sunday, 27 September 2020. Discussion followed.

The consensus of the Board supported the proposal to restore the practice of “pay for actual hours worked,” as presented.

Motion by Trustee Larson to rescind the temporary suspension of standard operating procedures for hours worked, which was put in place during the temporary closure in response to the COVID-19 pandemic, and restore the practice of “pay for actual hours worked.” Seconded by Trustee MacKenzie. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; The motion carried, 6–0, with one member absent.

16. **Technology Plan for 2020–2023** (Standing Committee on Facilities)

Trustee Garrett stated that the purpose of this agenda item was to approve the Technology Plan for 2020–2023.

Director Scheetz noted that Library’s 13th annual Technology Plan was a rolling three-year plan. As stated in the plan, it “will be revised and updated at the end of each calendar year, in advance of the annual budget process.”

Director Scheetz suggested that the plan itself was self-explanatory. T. Ross Valentine, the Library’s Electronic Services Coordinator, developed this year’s plan (in collaboration with others), which was further revised by input from the Standing Committee on Facilities. Discussion followed.

Trustee Russo said that he was pleased that the Technology Plan included a section on “Future Technology.”

The consensus of the Board supported the Technology Plan for 2020–2023.

Motion by Trustee Russo to approve the “Technology Plan for 2020–2023,” as presented. Seconded by Trustee MacKenzie. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; The motion carried, 6–0, with one member absent.

17. **Future Agenda Items**

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

18. **Next Meetings or Events**

- a. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 27 September–3 October 2020 — 2020 Theme: Censorship Is a Dead End*
- b. *154th Anniversary of Library Service in Batavia (October 1866–2020), October 2020*
- c. {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*
- d. *Columbus Day (Observed) (2nd Monday in October), Monday, 12 October 2020, Library Open [F]*
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- f. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 20–22 October 2020*
- g. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 1 November 2020*
- h. *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]*

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

19. **Adjournment**

Motion by Trustee Culotta to adjourn the meeting. Seconded by Trustee MacKenzie. Roll Call: Blodgett aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; The motion carried, 6–0, with one member absent.

Trustee Garrett declared the regular meeting of the Board of Library Trustees adjourned at 8:02 p.m.

Respectfully submitted,

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Katherine A. Garrett  
Vice President and President pro tempore

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Daniel R. Russo  
Secretary