



www.BataviaPublicLibrary.org

## MINUTES

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

#### *Regular Meeting*

Tuesday • 20 October 2020

MEETING TOOK PLACE VIA ELECTRONIC MEANS

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 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:** Jennifer M. Culotta, Elizabeth P. Larson, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

**Trustees Absent:** Katherine A. Garrett, Diane L. Blodgett

**Staff Members Present (or Registered) via Electronic Means:** Director George H. Scheetz, Stephanie A. DeYoung (arrived at 6:05 p.m.), Michele M. Domel, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, and Joanne C. Zillman

**Visitors Present via Electronic Means:** Jamie L. Wilkey, partner, Lauterbach & Amen LLP

DeYoung arrived at 6:05 p.m.

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 Smith to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

- (1) Regular Meeting, Tuesday, 15 September 2020
- (2) Special Meeting, Tuesday, 22 September 2020

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): September 2020, including General Fund Checks (2138–2214) in the amount of \$100,438.75, Online Debit Charges in the amount of \$15,340.31, and Payroll Checks & Taxes in the amount of \$163,368.90, for a grand total of \$279,147.96 in expenditures.

c. **Other Action Items**

- (1) 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 2020–2021 (ORDINANCE 2020–007) (Standing Committee on Finance)
- (2) A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy (RESOLUTION 2020–010) (Standing Committee on Finance)
- (3) Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (Standing Committee on Finance)

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

7. **Financial Reports**

a. **Financial Reports: September 2020**

- 2020–2021 Working Budget
- 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.

b. **Annual Financial Report for the Year Ended 30 June 2020 (Independent Auditor’s Report and Financial Statements)**, presented by Jamie L. Wilkey, partner, Lauterbach & Amen LLP

Trustee introduced Jamie L. Wilkey, partner, Lauterbach & Amen LLP, to present the Independent Auditor’s Report and Financial Statement for 2019–2020.

Wilkey expressed her appreciation to McKane for his preparedness, thorough recordkeeping, and cooperation.

She reported that Lauterbach & Amen presented an unmodified opinion—its highest level; that is, the best opinion possible—regarding the financial position of the Batavia Public Library District. She then highlighted several sections of the Annual Financial report

Wilkey noted that there were no comments or recommendations in the Management Letter.

She described the “Management Discussion & Analysis” (MD&A) as an executive summary and a good overview of the Library’s financial position.

Wilkey observed that the equalized assessed valuation (EAV) was nearly back to 2010 values—a positive development.

Wilkey asked whether there were any questions regarding the Annual Financial Report.

In response to a question from Trustee Culotta, discussion followed on internal controls in the time of coronavirus.

Wilkey stated that the Library’s checks and balance were appropriate, though they may look slightly different in 2020.

In response to a question from Trustee Russo, discussion followed on the new Minimum Wage Law.

There were no further questions.

Wilkey left the meeting at 6:25 p.m.

8. **Board Education:** Review Chapters 1–2, “Core Standards” and “Governance and Administration,” of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (2020; c 2019)

Director Scheetz expressed disappointment that the Illinois State Library had not yet post the requirements for the Illinois Public Library Per Capita Grant application, which traditionally is due by January 15.

In anticipation of new requirements focused on standards for Illinois public libraries, Director Scheetz prepared a summary of the “Core Standards” (Chapter 1) and the standards for “Governance and Administration” (Chapter 2), which are closely related to one another. For the Board’s review and discussion, he added notes regarding the Library’s progress in meeting each standard. A lively discussion ensued on the Library’s progress in meeting various standards.

In response to a question from Trustee Smith, discussion followed on instances in which “no policy” was indicated.

Director Scheetz suggested that appropriate committees may wish to explore whether additional policy statements were warranted in such instances. Trustee Smith proposed that the Standing Committee on Policy take up that suggestion in January 2021. (Director Scheetz noted that other chapters of *Serving Our Public 4.0* are likely to include instances in which “no policy” is indicated, as well.)

In response to a question from Trustee Culotta, discussion followed on to the *Code of Ethics* of the American Library Association (Core Standard 6).

Trustee Smith stated that the Library’s progress in meeting the standards for Illinois public libraries was inspirational.

#### 9. **President’s Report**

**Near East Downtown Tax Increment Finance (TIF) District No. 6:** Trustee Smith reported that she and Director Scheetz attended the Joint Review Board meeting on 1 October 2020, in which she voted in favor of TIF District No. 6 on behalf of the Batavia Public Library.

She noted that the overall vote was 6 in favor and 2 opposed, with one governing body (Kane County Forest Preserve) absent. A simple majority was required to recommend the new TIF district to the City Council for approval.

Trustee Smith stated that she made a statement on the Library Board’s decision-making process. She observed that the discussion at the Joint Review Board meeting, which including a presentation by the City of Batavia and the School District, as well as input from the community, was thorough, and the decision was made thoughtfully.

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

**Batavia Mothers’ Club Coat Drive:** Trustee Larson reported that the Library (once again) served as a drop-off point for the annual Coat Drive. She expressed her appreciation for the Library’s support.

Last year, over 600 coats were collected, the majority at the Library. She gave kudos to Patricia A. Leonard, the Library’s Promotional Services manager, for helping make the coat drive a great success.

**National Friends of Libraries Week** (18–24 October 2020): Trustee Russo observed that the Board meeting was taking place during National Friends of Libraries Week. Friends of the Batavia Public Library members love books, enrich the community, and support the Library.

Trustee Smith expressed the Library’s appreciation to the Friends of the Batavia Public Library for all that it does and has done for the Library.

Director Scheetz reported that, at the request of the Friends Board, there are now two trucks of sale books near the Check Out Desk. He noted that the Friends Board forwent the use of the Book Sale Corner in favor of the Library using it for holds.

11. **Correspondence and Communications**

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports: September 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 expressed kudos to Joanne C. Zillman, Youth Services manager, and Stacey L. Peterson, Adult Services manager, for all their departments are doing to bring programs to the community.

Trustee Russo observed that outdoor programs were a positive development.

13. **Façade Repairs** (A-One Group Ltd.)

Trustee Smith stated that the purpose of this agenda item was to recommend for approval a contract for Façade Repairs as part of the Capital Asset Study.

She presented an overview of the Board report, letter of recommendation from Building Technology Consultants Inc. vis-à-vis A-One Group Ltd. as the lowest responsive, responsible bidder, and the recommendation to proceed from the Standing Committee on Facilities. Discussion followed.

Trustee Culotta noted that the Façade Repairs project was identified in the Capital Asset Study and, further, that H. Joseph McKane, the Library's Finance Specialist, provided an analysis of the Special Reserve Fund. Discussion followed.

The consensus of the Board supported the recommendation of the Standing Committee on Facilities.

**Motion**

Motion by Trustee Smith to...

- (1) accept the Base Bid and Alternate 1 (Performance Bond) for Façade Repairs from A-One Group Ltd., of Elk Grove Village, Illinois, as presented; and
- (2) accept Alternate 6 (Remove and Replace Interior Window Stools) and Alternate 7 (Performance Bond) to the Base Bid for Façade Repairs from A-One Group Ltd., of Elk Grove Village, Illinois; and
- (3) authorize Director George H. Scheetz to execute a contract with A-One Group Ltd., of Elk Grove Village, Illinois, in the amount of \$1,098,500.00; and
- (4) authorize Director Scheetz, in consultation with Trustee Katherine A. Garrett, as chair of the Standing Committee on Facilities, to act on behalf of the Board of Library Trustees between meetings in relation to time-sensitive issues that may affect the Façade Repairs project, including but not limited to change orders, but not to exceed the contingency amount; that is, the allowance for additional work.

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

Director Scheetz noted that the plan calls for the façade work to begin in April 2021, depending on weather conditions. On the upper level, several offices will relocate temporarily to the Founders Room during construction.

14. **Future Agenda Items**

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

15. **Next Meetings or Events**

- a. *154th Anniversary of Library Service in Batavia (October 1866–2020), October 2020*
- b. {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*
- c. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- d. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 20–22 October 2020*
- e. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 1 November 2020*
- f. *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]*
- g. *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.]*
- h. *International Games Week, Sunday–Saturday, 8–14 November 2020 — launched in 2008 to focus on the social and recreational side of gaming*
- i. *Veterans Day, Wednesday, 11 November 2020, Library Open [F]*
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 November 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- k. *Thanksgiving Eve, Wednesday, 25 November 2020, Library Closed at 5:00 p.m.*
- l. *Thanksgiving (4th Thursday in November), Thursday, 26 November 2020, Library Closed [F]*
- m. *Day after Thanksgiving, Friday, 27 November 2020, Library Open*
- n. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 December 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***

- o. Christmas Eve, Thursday, 24 December 2020, Library Closed*
- p. Christmas, Friday, 25 December 2020, Library Closed [F]*
- q. New Year's Eve, Thursday, 31 December 2020, Library Closed at 12:00 noon*
- r. New Year's Day, Friday, 1 January 2021, Library Closed [F]*

16. **Adjournment**

Motion by Trustee Culotta to adjourn the meeting. Seconded by Trustee Larson. Roll Call: Culotta, aye; Larson, aye; MacKenzie, 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 7:02 p.m.

Respectfully submitted,

---

Jo Ann Smith  
President

---

Daniel R. Russo  
Secretary