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## MINUTES

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

#### *Regular Meeting*

Tuesday • 1 December 2020

MEETING TOOK PLACE VIA ELECTRONIC MEANS

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, 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 (arrived at 6:23 p.m.), Michele M. Domel, Kerry K. Halter, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, 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.

At Trustee Russo's request, Agenda Item # 5 c (4), "Recognition as a Library Leader," was removed from the consent agenda and added to the regular agenda (for further discussion) as new Agenda Item # 14.

Motion by Trustee Smith to approve the consent agenda, as amended, to include the following items:—

a. **Minutes**

- (1) Regular Meeting, Tuesday, 20 October 2020

b. **Expenditures**

- (1) Expenditures ("Cash Disbursement Detail Report"): October 2020, including General Fund Checks (2215–2286) in the amount of \$123,008.37, Online Debit Charges in the amount of \$7,490.05, and Payroll Checks & Taxes in the amount of \$243,841.40, for a grand total of \$374,339.82 in expenditures

c. **Other Action Items**

- (1) An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2020–2021 (ORDINANCE 2020–008) (Standing Committee on Finance)
- (2) A Resolution Authorizing the Execution of an Intergovernmental Recipient Agreement for Coronavirus Relief Funds by and between the County of Kane, Illinois, and the Batavia Public Library (RESOLUTION 2020–011) (Standing Committee on Policy)
- (3) An Agreement by and between the Batavia Public Library District and the Friends of the Batavia Public Library (Standing Committee on Policy)
- ~~(4) Recognition as a Library Leader (Standing Committee on Outreach)~~
- (5) Telephone System Consulting Services (ClientFirst Consulting Group LLC) (Standing Committee on Facilities)
- (6) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

Seconded by Trustee Culotta. 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 further changes to the agenda.

Motion by Trustee Smith to approve the agenda, as amended. 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.

7. **Financial Reports:** October 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.

8. **Board Education:** Review Selected Chapters of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (2020 © 2019)

Director Scheetz reported that the application deadline was changed from 15 January 2021 to 15 March 2021, which requires that the Board of Library Trustees approve the application at its regular meeting on Tuesday, 16 February 2021. Subject to further clarification from the Illinois State Library, in order to review all 11 remaining chapters, the Batavia plan is to review 2–3 selected chapters at each committee of the whole meeting and regular meeting in January and February.

a. **Chapter 3, “Personnel”**

Director Scheetz presented highlights from Chapter 3. Discussion followed.

Trustee Smith observed that Standard 2 related to staffing levels, which the Library will revisit in the not-too-distant, post-coronavirus future.

In response to a question from Trustee Smith regarding Standard 7, discussion followed on the transitional state of both the performance appraisal system and the merit pay system during the time of coronavirus, as well as during implementation of the new Minimum Wage Law, especially for the merit pay system.

Trustee Smith requested clarification regarding a former standard that was dropped from the current edition, namely, “The library provides funding to train staff in the use and maintenance of new technology and equipment.” Discussion followed.

b. **Chapter 6, “Safety”**

Director Scheetz presented highlights from Chapter 6. Discussion followed.

In response to a question from Trustee Larson regarding Standard 4, discussion followed on CPR/AED training and whether there is always a trained employee in the building, especially in the time of coronavirus—which there is.

In respect to Standard 16, it was noted that community safety personnel have received and reviewed portions of the Library’s Emergency Procedures and Disaster Plan. Discussion followed.

In response to a question from Trustee Larson, discussion followed on whether policies and procedures have changed as a result of the COVID-19 pandemic.

c. **Chapter 8, “System Member Responsibilities and Resource Sharing”**

Director Scheetz presented highlights from Chapter 8. Discussion followed.

In response to a question from Trustee Smith regarding Standard 2, discussion followed on the difference between interlibrary loan (ILL) and reciprocal borrowing.

9. **President’s Report**

**Retrospective Review of Library’s Response to COVID-19:** Trustee Smith stated that she reached out to Amanda E. Standerfer of Standerfer Consulting / Fast Forward Libraries, whose name she received from Trustee MacKenzie, regarding this project. Discussion followed.

**Capital Asset Study:** Trustee Smith reported that the Standing Committee on Facilities reviewed the Annual Schedule of Capital Project.

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

**Chat Service:** Trustee Larson gave kudos for the Library’s outstanding new chat service.

At Director Scheetz’s request, Stacey L. Peterson, the Library’s Adult Services Manager, presented a brief overview of the new service, which is popular beyond all expectations.

**Surprise Me Bundles:** Trustee Culotta gave kudos for the Library’s “Surprise Me Bundles”; she loved the selections chosen for her. Trustee Smith and Trustee Garrett enthusiastically agreed. Trustee Garrett noted that a STEM bundle was a huge hit with her children.

**In Memoriam:** Trustee Russo reported the passing of John Thomas “Jack” Roderick Sr. on 20 November 2020, a loyal, dedicated member of the Friends of the Batavia Public Library.

**Story Stroll:** Trustee Larson described the enjoyable “Pop-up Story Stroll in the Reading Garden” (Saturday, 28 November 2020).

**Appreciation:** Trustee Smith expressed the Board’s appreciation to the Library’s employees for all that they are doing for the community during these trying times.

11. **Correspondence and Communications**

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

- “Final Notice of Illinois Municipal Retirement Fund: Contribution Rate for Calendar Year 2021” (November 2020)

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.

13. **Chiller System** (F. E. Moran Inc.) (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 contract for a new Chiller System as part of the Capital Asset Study and Annual Schedule of Capital Projects.

Trustee Garrett, as chair of the Standing Committee on Facilities, reported that the Library received twelve (12) bids for the Chiller Replacement Project, including a great proposal from F. E. Moran Inc., of Northbrook, Illinois, in the amount of \$294,600.00, including selected options.

As reported in a letter from Cem Diniz, energy team manager, Elara Energy Services Inc. (“Elara”), the bid from F. E. Moran Inc., of Northbrook, Illinois, was determined to be “responsive” to the procedural requirements of the bidding process. Further, based on an evaluation of the complete bid package conducted by Elara, as well as due diligence beyond the bid package, F. E. Moran Inc. was deemed a responsible bidder.

Trustee Garrett asked whether there were any further questions regarding the process or the proposal from F. E. Moran Inc., which was recommended to the Board by the Standing Committee on Facilities. There were no further questions.

Motion by Trustee Garrett to:—

- (1) accept the Base Bid (\$254,000.00, including a \$10,000.00 allowance) for the Chiller Replacement Project from F. E. Moran Inc., of Northbrook, Illinois, as presented;
- (2) accept Optional Price #1 (\$39,600.00 for Additional Chilled Water Pump) and Optional Price #2 (\$1,000.00 for Demolish Chiller Sound Enclosure) to the Base Bid for the Chiller Replacement Project from F. E. Moran Inc., of Northbrook, Illinois, as presented; and
- (3) authorize Director George H. Scheetz to execute a contract with F. E. Moran Inc., of Northbrook, Illinois, in the amount of **\$294,600.00**; 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 Chiller Replacement Project, including but not limited to change orders, but not to exceed the contingency amount; that is, the allowance (\$10,000.00) for additional work.

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. **Recognition as a Library Leader** (Standing Committee on Outreach)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a revised nomination form and guidelines for “Recognition as a Library Leader.”

Trustee Russo, representing the Standing Committee on Outreach, reported that, in 2003, the Library created an award to honor individuals who have made outstanding contributions to the Batavia Public Library District as “Library Leaders.” The quiet reading room in the apse was named the Library Leaders Reading Room and a display case was installed at the entrance to the room to house the Book of Library Leaders.

By consensus of the Board of Library Trustees at its regular meeting on Tuesday, 20 March 2012, the responsibility for the “Recognition as a Library Leader” project was assigned to the Standing Committee on Outreach.

Trustee Russo reported that, in March 2018, the Standing Committee on Outreach reviewed the nomination form and guidelines for “Recognition as a Library Leader,” as well as a summary report on its history. It then shared its findings with the Board of Library Trustees and solicited comments on the future of the award. Finally, in September 2019, the Library began to focus on raising the award’s profile in the community, including developing a new Web presence for “Recognition as a Library Leader.” Discussion followed.

Trustee Russo asked whether there were any further questions regarding the nomination form and guidelines for “Recognition as a Library Leader,” which were recommended to the Board by the Standing Committee on Outreach. There were no further questions.

Motion by Trustee Russo to approve a revised nomination form and guidelines for “Recognition as a Library Leader,” 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.

Trustee Smith gave kudos to the Standing Committee on Outreach for its work on reviewing and updating the guidelines for this important award.

Trustee Russo stated that it is now time for the Board of Library Trustees and the Batavia community to start thinking about who to nominate for the award.

15. **Future Agenda Items**

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

Trustee Smith identified three additional future agenda items.

- **Policy Statements:** In reference to the discussion that took place during “Board Education” (this meeting and last), Trustee Smith noted instances in which “no policy” was indicated.

At the October meeting, it was suggested that appropriate committees (or, now, the Committee of the Whole, beginning in January 2021) may wish to explore whether additional policy statements are warranted in such instances.

In October, Director Scheetz noted that many chapters of *Serving Our Public 4.0* are likely to include instances in which “no policy” is indicated.

- **Director’s Performance Appraisal:** Trustee Smith noted that a discussion of the Director’s performance appraisal would appear on the Committee of the Whole agenda in January.
- **Self-Appraisal for Board of Library Trustees:** Trustee Smith noted that a discussion of the Board’s self-appraisal process would appear on the Committee of the Whole agenda in January.

16. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 15 December 2020, 7:00 p.m., Elizabeth L. Hall Conference Room* — CANCELLED

- b. *Christmas Eve, Thursday, 24 December 2020, Library Closed*
- c. *Christmas, Friday, 25 December 2020, Library Closed [F]*
- d. *New Year's Eve, Thursday, 31 December 2020, Library Closed at 12:00 noon*
- e. *New Year's Day, Friday, 1 January 2021, Library Closed [F]*
- f. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 7 January 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 18 January 2021, Library Open [F]*
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 January 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- i. *Inauguration Day, Wednesday, 20 January 2021, Library Open [F]*
- j. *ALA Midwinter Meeting (Virtual Conference), Monday–Friday, 22–26 January 2021*
- k. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- l. *Lincoln's Birthday, Friday, 12 February 2021, Library Open [I]*
- m. *Washington's Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 15 February 2021, Library Open [F]*
- n. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- o. *Casimir Pulaski's Birthday (Observed) (1st Monday in March), Monday, 1 March 2021, Library Open [I]*
- p. *{NEW} Read Across America Day, Tuesday, 2 March 2020 — annual event on or near March 2, the birthday of Dr. Seuss*
- q. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- r. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*
- s. *Freedom of Information Day, Tuesday, 16 March 2021 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- t. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- u. *Good Friday, Friday, 2 April 2021, Library Open [I]*

- v. *Easter, Sunday, 4 April 2021, Library Closed*
- w. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
- x. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
- y. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
- z. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

17. **Adjournment**

Motion by Trustee Smith to adjourn the meeting. Seconded by Trustee Garrett. 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 6:54 p.m.

Respectfully submitted,

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Jo Ann Smith  
President

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Daniel R. Russo  
Secretary