



Agenda Item # 5 a (1)

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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 7 January 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. Call to Order

Trustee Smith called the Committee of the Whole 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. Call the Roll

Director Scheetz, as Secretary pro tempore, 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 (arrived at 6:09 p.m.), 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, Michele M. Domel, Kerry K. Halter, Patricia A. Leonard, H. Joseph McKane, Kathy A. Moecher, and Lisa M. Moore

Visitors Present via Electronic Means: Marianne E. Fasano and Christy L. Ford

Director Scheetz introduced two Library Trustee candidates—Marianne E. Fasano and Christy L. Ford—who were bid welcome by Trustee Smith.

3. **Comments from the Audience**

There were no comments from the audience.

4. **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: Trustee Blodgett, aye; Trustee Culotta, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 6–0, with one member absent.

5. **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 13 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 4, “Access”**

Director Scheetz presented highlights from Chapter 4. Discussion followed.

In response to a question from Trustee Larson, discussion followed on the change in focus (for the current chapter) from “Facilities” to “Access.”

In response to a suggestion from Trustee Culotta (particularly in relation to Statements A–B), discussion followed on adding “In Progress” as a response (in addition to “OK” and “No”).

In response to Statement E (“Additional signs guide users from arterial streets to the library.”), the consensus of the Committee of the Whole was that such additional signs are unnecessary in Batavia, because the Library is centrally located at the entrance to the downtown area.

b. **Chapter 5, “Building Infrastructure and Maintenance”**

Director Scheetz presented highlights from Chapter 5. Discussion followed.

The consensus of the Committee of the Whole was to identify Standards 1–2 as “In Progress.”

Trustee Russo identified the importance of the Special Reserve Fund in relation to Standard 8. (At its meeting on Tuesday, 5 February 2019, the Standing Committee on Finance adopted the following guideline for the Working Budget:—

- **Reserve Funds:** Budget 4.0% of the revenues in the Library Fund for the Special Reserve Fund or the following amounts, whichever are higher:—

- Fiscal Year 2020–2024: Budget \$600,000 for Special Reserve Fund
- Fiscal Year 2025—: Budget \$300,000 for Special Reserve Fund

In other words, the Board of Library Trustees is committed to fully funding the Capital Asset Study and the Special Reserve Fund, as promised during the referendum campaign.)

In relation to Standard 13 (“The library should strive to make its building as environmentally friendly as possible.”), Trustee Russo suggested that the Board of Library Trustees reconsider the proposed electric vehicle charging station.

Trustee Garrett arrived at 6:09 p.m.

c. **Chapter 7, “Collection Management”**

Director Scheetz presented highlights from Chapter 7. Discussion followed.

Trustee Culotta expressed support for the revised language in Standard 1 and gave kudos to the Library for its strong support of the budget for books and other materials.

d. **Chapter 12, “Technology”**

Director Scheetz presented highlights from Chapter 12. Discussion followed.

In response to a question from Trustee MacKenzie (related to Standard 14), discussion followed on the use of Microsoft Teams as a de facto Intranet for the Library.

Regarding Standard 10, Trustee Smith stated that there is no need to review of the policy on the Internet annually.

In response to a question from Trustee Larson, discussion followed on the policy-review schedule, which (according to Director Scheetz) varies from policy to policy.

In response to a question from Trustee Garrett, discussion followed on the process for identifying the Library’s response to each standard.

Director Scheetz noted that he created the review charts, which were then reviewed by appropriate members of the Leadership Team—the “subject specialists.”

6. **Facilities Issues** (Trustee Garrett, *Chair*)

The focuses of Facilities Issues are building & grounds, technology, and related policies and services.

Such issues generally (but not exclusively) have an internal approach; that is, work is directed to the physical library and its campus.

a. **Future Agenda Items**

- New Telephone System

Director Scheetz reported that the kickoff meeting with ClientFirst Technology Consulting Group LLC, of Schaumburg, Illinois, will take place on Friday, 16 January 2021.

- Technology Plan (March 2021)
- Architectural Services (March / April 2021)
- Walk the Property (May 2021)
- Independent Technology Audit
- Wi-Fi System
- Technology Advisory Committee
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

b. **Current Projects**

Director Scheetz presented status reports on the chiller replacement project (with F. E. Moran Inc., of Northbrook, Illinois) and the façade repair project (with A-One Group Ltd., of Northbrook, Illinois).

7. **Finance Issues** (Trustee Culotta, *Chair*)

The focuses of Finance Issues are budget & finance and related policies and services.

a. **Audit Services** (Lauterbach & Amen LLP)

Trustee Culotta stated that the purpose of this agenda item was to present a proposal for audit services for 2021–2023 for approval by the Board of Library Trustees.

Director Scheetz noted that the Library’s standard practice is to review audit services every three years. The last cycle ended with the 2020 audit.

The Library currently receives audit services from Lauterbach & Amen LLP, of Warrenville, Illinois, which has provided such services for three three-years cycles (2012–2014; 2015–2017; and 2018–2020).

H. Joseph McKane, the Library’s Finance Specialist, recommended that the Library retain its current provider for the next three-year cycle (2021–2023), for the following reasons:—

- Continuing Education
- Modest Increase in Cost

The proposal from Lauterbach & Amen LLP for 2021–2023 reflects an increase of \$1,200 over the previous three-year agreement (2018–2020), which had exactly the same cost as the prior agreement (2015–2017).

- Excellent Working Relationship

For the next three-year cycle of audits, beginning with the fiscal year ending on 30 June 2021, Lauterbach & Amen submitted a proposal in the amount of \$20,700. Discussion followed.

Trustee Culotta stated that Lauterbach & Amen LLP presented a good proposal at a reasonable price.

The consensus of the Committee of the Whole supported the recommendation from the Library Accountant / Finance Specialist.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve a proposal for audit services for 2021–2023 from Lauterbach & Amen LLP, of Naperville, Illinois, in the amount of \$20,700, as presented. Seconded by Trustee Garrett. Roll Call: Trustee Blodgett, aye; Trustee Culotta, aye; Trustee Garrett, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 7–0.

The Committee of the Whole requested that Director Scheetz place this item on the Consent Agenda.

b. **Illinois Public Library Per Capita Grant Application**

Trustee Culotta stated that the purpose of this agenda item was to discuss whether the Board of Library Trustees wishes to continue to approve the Illinois Public Library Per Capita Grant application each year or simply authorize the Library Director to submit the application as one of his regular responsibilities. Discussion followed.

The consensus of the Committee of the Whole supported continuing the practice of approving the Illinois Public Library Per Capita Grant application each year.

c. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee of the Whole packet for purposes of information and planning.

8. **Outreach Issues** (Trustee MacKenzie, *Chair*)

The focuses of Outreach Issues are marketing & public relations, community engagement, art, and related policies and services, and Recognition as a Library Leader.

Such issues generally (but not exclusively) have an external approach; that is, direct service to users and the community.

a. **Recognition as a Library Leader**

Trustee MacKenzie stated that the purpose of this agenda item was to review the newly revised guidelines for “Recognition as a Library Leader.” In summary:—

- “The intent of the Board of Library Trustees is to recognize a Library Leader biennially during odd-numbered years, beginning in 2021.”
- “In honor of National Library Week, which is celebrated in April, nominations must be submitted by the third Monday of April in odd-numbered years” (19 April 2021).
- “The award will be presented during Library Card Sign-Up Month (September).”
- “It is the duty of the Library’s Trustees and Director to promote Recognition as a Library Leader and encourage the submission of nominations.”
- “The Library’s Promotional Services department is assigned the responsibility of highlighting this award to the community at large.”

Trustee MacKenzie recognized Trustee Russo for his work on this project.

Director Scheetz asked whether the Committee of the Whole wished to delve further into the finer points of the call to “encourage the submission of nominations” or defer that responsibility to the Selection Committee, that is, the Standing Committee on Outreach? Discussion followed.

In response to a question from Trustee MacKenzie, regarding a new task force to serve as the Selection Committee, Director Scheetz confirmed that such a task force (as a subordinate body to the Board of Library Trustees) would be subject to the provisions of the Open Meetings Act.

The consensus of the Committee of the Whole was to defer further discussion related to “the submission of nominations.”

b. **The Library Is Open: Service in the Time of Coronavirus**

Trustee MacKenzie stated that the purpose of this agenda item was to provide an opportunity to discuss and comment on the special report that was published in *Neighbors of Batavia* (January / February 2021). Discussion followed.

Trustee MacKenzie encouraged everyone to the special report, “The Library Is Open: Service in the Time of Coronavirus.” He stated that the Library has offered (and continues to offer) an incredible level of service to the community. Discussion followed.

Trustee Garrett particularly liked the graph of “eMedia Checkouts Before and During COVID-19.”

In response to a comment by from Trustee Russo, Patricia A. Leonard, the Library’s Promotional Services Manager (at Director Scheetz’s request) described the Library’s approach to marketing new (and highlighting existing) services. Discussion followed.

c. **Future Agenda Items**

- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Telephone for Public Use

9. **Policy Issues** (Trustee Smith, *Chair*)

The focuses of Policy Issues are human resources, related policies and services, strategic planning, and general policies.

a. **Performance Appraisals**

(1) **Performance Appraisal for Library Director**

Trustee Smith stated that the purpose of this agenda item was to review the performance appraisal process for the Library Director.

In summary:—

- The Leadership Practices Inventory® (LPI®) was adopted in 2019 as a true 360-degree feedback / appraisal process for the Library Director—and, ultimately, at the Director’s discretion, other members of the Library’s Leadership Team.

- The LPI® is a 15-minute online assessment consisting of 30 questions about how frequently the Library Director exhibits specific behaviors proven to be connected with effective leadership.
- It gathers meaningful feedback from the Library Director’s managers (the Board of Library Trustees), direct reports (Leadership Team), and other colleagues, highlighting how others experience him as a leader.
- It includes up to five open-ended questions to capture additional insights and observations.
- It provides a powerful, easy to understand report that can be used to help inform the Trustees’ appraisal of the Library Director— and be used to help the Library Director shape his leadership development journey.
- Its cost is \$220.00 (the same as 2019), which includes any number of reviewers

Director Scheetz stated that, if there were no objections, the Library Director and Human Resources Manager would carry out the following steps.

- Self-Inventory: Library Director shall take the LPI® by Friday, 26 March 2021.
- Inventory of Library Director: The following parties shall take the LPI® by Friday, 26 March 2021.
 - Trustees (7)
 - Direct Reports (10)
 - Community Peers (7)
 1. Jeffery D. Schielke, Mayor, City of Batavia
 2. Laura M. Newman, City Administrator; Batavia Intergovernmental Group (BIG) with Library Director; Rotary Club of Batavia
 3. Dr. Lisa M. Hichens, Superintendent of Schools; Batavia Intergovernmental Group (BIG) with Library Director
 4. Allison L. Niemela, Executive Director, Batavia Park District; Batavia Intergovernmental Group (BIG) with Library Director
 5. Margaret M. Perreault, Executive Director, Batavia Chamber of Commerce; Rotary Club of Batavia
 6. Leigh M. Tracy, Township Supervisor; Batavia Arts Council; PechaKucha Batavia; Rotary Club of Batavia
 7. Daniel W. Hoefler, President, Batavia Historical Society; past president, Rotary Club of Batavia
- Deliver the results of the LPI® by Thursday, 8 April 2021.
- Appraise the Library Director’s performance (in closed session) as part of the Board meeting on Tuesday, 20 April 2020.

Director Scheetz asked whether the Committee of the Whole wished to identify up to five open-ended questions to capture additional insights and observations. Discussion followed.

Regarding open-ended questions, the consensus of the Committee of the Whole was as follows.

- Lisa M. Moore, the Library’s Human Resources Manager, will distribute the questions used in 2019 to the Trustees.
- The Trustees are requested to use the 2019 questions as a starting point to suggest new questions, which they are requested to submit to Trustee Smith.
- Trustee Smith will use the Trustees’ suggested questions to produce up to five new questions for the LPI® survey, which she will forward to Moore.

The consensus of the Committee of the Whole was to authorize the Library Director and Human Resources Manager to proceed with the Leadership Practices Inventory® (LPI®) for the Library Director, as described herein.

(2) **Self-Appraisal for Board of Library Trustees**

Trustee Smith stated that the purpose of this agenda item was for the Board of Library Trustees to review sample instruments with which to conduct its self-appraisal.

The following documents were distributed to the Trustees in advance of the Committee of the Whole meeting:—

1. “A Library Board’s Practical Guide to Board Self-Evaluation” (United for Libraries: Association of Library Trustees, Advocates, Friends, and Foundations: A Division of the American Library Association)
2. “Library Trustee Self-Evaluation” (Berwyn Public Library)
3. “Self-Evaluation for Library Board Members” (Nebraska Library Commission)
4. “Chapter Board Member Self-Assessment Tool” (International Literacy Association)

A lively discussion ensued on a variety of topics, including but not limited to whether the questions are action-oriented, have a focus on the Board as a whole or individual Trustees, and are scaled (such as with a Likert¹ scale) or not (with, for example, simple yes–no answers).

The consensus of the Committee of the Whole preferred the instruments used by the Berwyn Public Library (#2) and the International Literacy Association (#4) and preferred the use of a Likert scale.

Trustee Smith will use the two instruments favored by the Committee of the Whole to create a new instrument for the Board of Library Trustees, which she will distribute to the Committee of the Whole prior to its next meeting.

b. **Bylaws of the Board of Library Trustees, Part 2: Terms of Trustees**

Trustee Smith stated that the purpose of this agenda item was to explore whether to provide for 6-year terms for Trustees.

¹The Likert scale was named for its inventor, psychologist Rensis Likert (1903–1981), whose name is pronounced /'lɪk.ərt/ [LIK-ərt], though commonly mispronounced /'laɪ.kərt/ [LY-kərt].

Director Scheetz noted that a district library may provide by Resolution that the term of its Trustees shall be 4 years or 6 years [75 ILCS 16 / 30–10].

In March 2003, the Board of Library Trustees approved a Resolution to change from 6-year terms to 4-year terms, which change took effect in 2005.

Director Scheetz provided (in the Committee packet) additional background information, including potential advantages and disadvantages, and a recommendation on the question of changing from 4-year terms to 6-year terms. A lively discussion ensued.

Trustee MacKenzie (and other Trustees) requested more time to reflect on the question at hand, which he described as a “fairly substantial” issue for an elected body.

Trustee Larson requested information on the practice at other district libraries in the region. Director Scheetz reported that he would poll other libraries on this question.

Trustee Culotta suggested that community interest in public service was growing. Discussion followed.

The consensus of the Committee of the Whole was to defer the question to the February meeting.

c. **Future Agenda Items**

- Retrospective Review of the Temporary Closure in Relation to COVID-19 Crisis (February 2021)
- Annual Goal Plan for the Library Director for July 2021–June 2022
- Standards for Illinois Public Libraries

Trustee Smith suggested that the Board of Library Trustees indefinitely defer this topic, the purpose of which is to identify policy statements suggested in the Standards for Illinois Public Libraries for which Batavia Public Library has no policy and determine whether such policy statements are necessary.

- Bylaws of the Board of Library Trustees
- Library Café
- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- Organizational Identity: Statement of Vision
- Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
- Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
- Policy on Leave of Absence without Pay
- Policy on a Safe and Healthful Workplace

10. **Comments from the Committee of the Whole**

There were no additional comments from the Committee of the Whole.

11. **Next Meetings or Events**

- a. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 18 January 2021 — Library Open [F]*
- b. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 January 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- c. *Inauguration Day, Wednesday, 20 January 2021, Library Open [F]*
- d. *ALA Midwinter Meeting (Virtual Conference), Monday–Friday, 22–26 January 2021*
- e. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- f. *Lincoln’s Birthday, Friday, 12 February 2021, Library Open [I]*
- g. *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]*
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- i. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 1 March 2021, Library Open [I]*
- j. {NEW} *Read Across America Day, Tuesday, 2 March 2020 — annual event on or near March 2, the birthday of Dr. Seuss*
- k. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- l. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*
- m. *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*
- n. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- o. *Good Friday, Friday, 2 April 2021, Library Open [I]*
- p. *Easter, Sunday, 4 April 2021, Library Closed*
- q. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
- r. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
- s. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*

t. *Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*

12. **Adjournment**

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

Trustee Smith declared the Committee of the Whole meeting adjourned at 7:55 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary