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## MINUTES

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

#### *Regular Meeting*

Tuesday • 19 January 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Smith called the regular meeting to order at 6:02 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, Patricia A. Leonard, H. Joseph McKane, Lisa M. Moore, Stacey L. Peterson, and Joanne C. Zillman

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

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

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): November 2020, including General Fund Checks (2287–2368) in the amount of \$137,622.44, Online Debit Charges in the amount of \$14,070.97, and Payroll Checks & Taxes in the amount of \$161,785.93, for a grand total of \$313,479.34 in expenditures.
- (2) Expenditures (“Cash Disbursement Detail Report”): December 2020, including General Fund Checks (2369–2446) in the amount of \$71,381.47, Online Debit Charges in the amount of \$14,822.03, and Payroll Checks & Taxes in the amount of \$159,430.98, for a grand total of \$245,634.48 in expenditures.

c. **Other Action Items**

- (1) Audit Services (Standing Committee on Finance)

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 changes to the agenda.

Motion by Trustee Smith to approve the agenda, 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.

7. **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 10, “Programming”**

Director Scheetz presented highlights from Chapter 10. Discussion followed.

Trustee Larson observed that Chapter 10 was straightforward and made sense. Director Scheetz noted that the Library was not lacking in any area of programming.

b. **Chapter 13, “Marketing, Promotion, and Collaboration”**

Director Scheetz presented highlights from Chapter 13. Discussion followed.

In response to a question from Trustee Larson (related to Standard 3), discussion followed on the use of billboards, television, and radio as publicity methods.

Director Scheetz noted that Batavia has not used billboards, but has used radio for Bulldogs Unleashed and PechaKucha Batavia, and regular submits public-service announcements to BATV.

In response to a question from Trustee MacKenzie (related to Statement C), discussion followed on evaluating patrons’ satisfaction with the Library’s programs and services.

In relation to Standard 6, Trustee Russo suggested that the Library focus more attention (in the future) on inviting local, state, and federal officials to visit the Library.

In response to a question from Trustee Russo (in relation to Standard 8), discussion followed on assessing “the library’s appearance at least once a year, [and] using this information to revise the library’s image in the community.”

Director Scheetz noted that the Standing Committee on Facilities and select members of the Leadership Team plan to walk the property in May (or, given the Façade Repair Project, later in the year); other Trustees are welcome to participate.

In response to a question from Trustee Garrett (in relation to Standard 11 and Statement A), discussion followed on special needs.

Given both the connotation and the medical definition of “special needs,” identifying brochures in Spanish was called into question as an appropriate response to Standard 11.

The consensus of Director Scheetz and the Trustees was that there is more work to do in relation to Standard 11 and Statement A, which could be identified as “needs improvement.”

8. **Financial Reports:** November–December 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.

9. **President's Report**

Trustee Smith acknowledged Marianne E. Fasano and Christy L. Ford, both of whom are Library Trustee candidates, for attending the Board meeting.

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

**Recognition as a Library Leader:** Trustee Russo noted that nominations for Recognition as a Library Leader are due by no later than Monday, 19 April 2021.

11. **Correspondence and Communications**

The following items of correspondence and communications were included in the Board packet or distributed at the meeting.

- Hoopla: “Annual review prepared exclusively for Batavia Public Library” (n.d.; probably January 2021)

Trustee Russo gave kudos for the Hoopla report, which he described as highly interesting. He stated that Hoopla is a tremendous value for the service it provides.

Trustee MacKenzie, Trustee Smith, and Trustee Garrett complimented the wonderful visualization— that is, interpreting data in visual terms; infographics—and expressed a wish for more reports of a similar nature.

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports:** November–December 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.

Director Scheetz reported that the building will reopen for walk-in service on Tuesday, 26 January 2021, in response to Region 8 moving back to Tier 2 Mitigations. Discussion followed.

In response to an observation by Director Scheetz, discussion followed on reaching the (approximate) 20% of households that do not have a computer or access to the Internet at home.

In response to a question from Trustee Smith, discussion followed on the Library's plans to announce the return of walk-in service.

13. **Committee and Official Representative Reports**

- Standing Committee on Facilities:** Trustee Garrett presented a brief report on the work of the Standing Committee on Facilities.
- Standing Committee on Finance:** Trustee Culotta presented a brief report on the work of the Standing Committee on Finance.
- Standing Committee on Outreach:** Trustee MacKenzie presented a brief report on the work of the Standing Committee on Outreach.

- d. **Standing Committee on Policy:** Trustee Smith presented a brief report on the work of the Standing Committee on Policy.
- e. **Batavia Public Library Foundation:** There was no meeting in November–December.  
Trustee Larson reported that the Foundation is seeking new board members.
- f. **Friends of the Batavia Public Library:** There was no meeting in November–December.  
Trustee Russo reported that the Friends Board is looking forward to future book sales. Director Scheetz noted that, in preparation for that happy day, a limited number of volunteers are working through the accumulation of books in the FriendSpace.
- g. **Batavia Access Television (BATV):** Patricia A. Leonard, the Library’s Promotional Services Manager and Official Representative to the BATV Board, provided a written report, which was distributed in the Board packet.

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. *Inauguration Day, Wednesday, 20 January 2021, Library Open [F]*
- b. *ALA Midwinter Meeting (Virtual Conference), Monday–Friday, 22–26 January 2021*
- c. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- d. *Lincoln’s Birthday, Friday, 12 February 2021, Library Open [I]*
- e. *PechaKucha Night™ Batavia, Volume 19, presented by Batavia Public Library and Batavia Park District as part of the 2021 Fermilab “Virtual Family Open House,” Friday, 12 February 2021*
- f. *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]*
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- h. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 1 March 2021, Library Open [I]*
- i. *{NEW} Read Across America Day, Tuesday, 2 March 2020 — annual event on or near March 2, the birthday of Dr. Seuss*
- j. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*

- l. *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*
- m. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- n. *Good Friday, Friday, 2 April 2021, Library Open [1]*
- o. *Easter, Sunday, 4 April 2021, Library Closed*
- p. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
- q. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
- r. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
- s. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- t. *National Drop Everything and Read (D.E.A.R.) Day, Monday, 12 April 2021 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors now promote D.E.A.R. as a month-long event in April.]*
- u. *National Library Week (64th Annual Observance, 1958–2021), Sunday–Saturday, 4–10 April 2021 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2021 Theme: “Welcome to Your Library”*
- v. *Deadline for Nominations for Recognition as a Library Leader (in odd-numbered years, the third Monday in April), Monday, 19 April 2021*

16. **Adjournment**

Motion by Trustee Russo 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 6:48 p.m.

Respectfully submitted,

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Jo Ann Smith  
President

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Daniel R. Russo  
Secretary