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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 4 February 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Smith called the Committee of the Whole meeting to order at 6:01 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**

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: Diane L. Blodgett and Katherine A. Garrett

Staff Members Present (or Registered) via Electronic Means: Director George H. Scheetz, 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: Marianne E. Fasano and Christy L. Ford

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

5. **Approve the Minutes:** Committee of the Whole Meeting, Thursday, 7 January 2021

Trustee Smith stated that the minutes for Thursday, 7 January 2021, were deferred to a future meeting at the request of Director Scheetz.

6. **Illinois Public Library Per Capital Grant**

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

Director Scheetz noted 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. He expressed his congratulation to the Board of Library Trustees, which, as of this meeting, has reviewed all 13 chapter.

(1) Chapter 9, “Public Services: Reference and Reader’s Advisory Services”

Director Scheetz presented highlights from Chapter 9. Discussion followed.

In respect to Reader’s Advisory Service Standard 6, Trustee Russo offered congratulations to the Library’s employees for their excellent work in keeping up to date with community and current events.

In response to a question from Trustee Larson, discussion followed on the difference between a “policy” and “guidelines,” as found in the notes for Reference Service Standard 2, “Board of Library Trustees decided to endorse guidelines rather than adopt a policy.”

Director Scheetz noted that the Adult Services department developed the guidelines in question. In this context, “policy” refers to a policy statement approved by the Board of Library Trustees.

(2) Chapter 11, “Youth [and] Young Adult Services”

Director Scheetz noted that this chapter appears for the first time in *Serving Our Public 4.0*; the standards are derived from several other chapters and are in dire need of copy-editing. The notes were reviewed by the Adult Services Manager and the Youth Services Manager.

Director Scheetz presented highlights from Chapter 11. Discussion followed.

In response to a question from Trustee Larson, discussion followed on the key takeaways from Chapter 11.

Joanne C. Zillman, the Library's Youth Services Manager, echoed the notes for Youth [and] Young Adult Services Standard 3, which state,

... many of the Library's basic policy statements encompass service to minors (children and teens) and the Library supports the Library Bill of Rights and its interpretations, including "Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights."

Director Scheetz observed that service to children and teens is different than service to adults, and the Library strives to offer full access to all patrons, regardless of age.

b. **A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2020–2021 Illinois Public Library Per Capita Grant** (Illinois State Library) RESOLUTION 2021–001 (Standing Committee on Finance)

Trustee Smith stated that the purpose of this agenda item was to recommend the approval of the Library's annual application for an Illinois Public Library Per Capita Grant, which must be submitted electronically (and email time-stamped) by no later than 11:59 p.m. on 15 March 2021.

Director Scheetz presented an overview of the application and the expenditure report. Discussion followed.

In response to a question from Trustee Smith, discussion followed on the use of the term Established–Advanced to rate the Library's efforts in meeting the applicable standards.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve "A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2020–2021 Per Capita Grant" (Resolution 2021–001), as presented. Seconded by Trustee Larson. Roll Call: Trustee Culotta, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with two members absent.

7. **Bylaws of the Board of Library Trustees, Part 2: Terms of Trustees** (Standing Committee on Policy)

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

Director Scheetz stated 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 reported that he posted a new survey on "Terms of Trustees—District Libraries" to the RAILS "Fast Facts Survey" feature, with the following results (through January 31).

- 35 district libraries from across northern Illinois responded to the survey, of which...
- 17 respondents reported 6-year terms for Trustees—two district libraries provided further input—and...
- 18 respondents reported 4-year terms for Trustees—only one district library provided further input; that is, "The hope was that shorter terms would attract more trustee candidates."

- Of the 17 libraries with 6-year terms, one respondent reported that it had changed to 4-year terms, then changed back to 6-year terms.

Director Scheetz identified advantages and disadvantages of 4-year terms and 6-year terms, and recommended a return to 6-year terms, based on results of the “Fast Facts Survey,” the election record in Batavia, and the knowledge gained over the past 15 years and nearly nine complete election cycles. A thoughtful discussion ensued.

The consensus of the Committee of the Whole supported continuing with 4-year terms.

8. **Self-Appraisal for Board of Library Trustees** (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was to recommend the final form of the self-appraisal instrument for approval by the Board of Library Trustees.

Trustee Smith reported that she and Trustee Russo used the two instruments favored by the Committee of the Whole (in January 2021)¹ to create a new 30-question instrument for the Board of Library Trustees, including two open-ended questions, which she distributed to the Committee of the Whole prior to the meeting. Discussion followed.

Trustee Smith noted that the results of the self-appraisal process will provide the Board of Library Trustees with the input needed to develop goals for itself.

Motion by Trustee Smith to adopt the new self-appraisal instrument, as presented; to authorize the Board President to release the new self-appraisal instrument; to request the Trustees to complete the new self-appraisal instrument; and to schedule a review of the results of the self-appraisal process at the Committee of the Whole meeting on Thursday, 4 March 2021. Seconded by Trustee Russo. Roll Call: Trustee Culotta, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with two members absent.

The consensus of the Committee of the Whole was that no further action was needed on the self-appraisal instrument prior to reviewing the results at the next meeting in March 2021.

Trustee Smith expressed her appreciation to Trustee Russo for his work on the self-appraisal instrument, including the two open-ended questions.

9. **Technology Advisory Committee** (Standing Committee on Facilities)

Trustee Smith stated that the purpose of this agenda item was to provide an opportunity to explore the purpose, need, makeup, and charge of a Technology Advisory Committee.

In the absence of the chair of the Standing Committee on Facilities, the consensus of the Committee of the Whole was to defer this agenda item to a future meeting.

10. **A closed session** for “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2)

¹The Committee of the Whole expressed a preference for instruments developed by the Berwyn Public Library and the International Literacy Association, as well as the use of a Likert scale.

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

Motion by Trustee Smith to enter closed session for the purpose stated. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with two members absent.

The Committee of the Whole entered closed session at 6:54 p.m.

The Committee of the Whole returned to open session at 7:52 p.m.

11. **Library Plan for Implementation of Amended Minimum Wage Law, Year 3** (Standing Committee on Policy)

This agenda item was deferred to a future meeting without discussion.

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

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

13. **Next Meetings or Events**

- a. *Lincoln's Birthday, Friday, 12 February 2021, Library Open [I]*
- b. *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*
- c. *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]*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- e. *Casimir Pulaski's Birthday (Observed) (1st Monday in March), Monday, 1 March 2021, Library Open [I]*
- f. *{NEW} Read Across America Day, Tuesday, 2 March 2020 — annual event on or near March 2, the birthday of Dr. Seuss*
- g. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- h. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*
- i. *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*
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. *Good Friday, Friday, 2 April 2021, Library Open [I]*
- l. *Easter, Sunday, 4 April 2021, Library Closed*

- m. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
- n. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
- o. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
- p. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- q. *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.]*
- r. *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”*
- s. *Deadline for Nominations for Recognition as a Library Leader (in odd-numbered years, the third Monday in April), Monday, 19 April 2021*

14. **Adjournment**

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

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