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## MINUTES

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

#### *Regular Meeting*

Tuesday • 16 February 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Smith called the regular 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. **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, Katherine A. Garrett, Elizabeth P. Larson, Daniel R. Russo, and Jo Ann Smith

**Trustees Absent:** Diane L. Blodgett and Michael E. MacKenzie

**Staff Members Present (or Registered) via Electronic Means:** Director George H. Scheetz, Stephanie A. DeYoung, 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, Christy L. Ford, and Kathryn L. Hubbard

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) Committee of the Whole Meeting, Thursday, 7 January 2021
- (2) Regular Meeting, Tuesday, 19 January 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): January 2021, including General Fund Checks (2447–2527) in the amount of \$97,543.90, Online Debit Charges in the amount of \$82,808.56, and Payroll Checks & Taxes in the amount of \$156,633.20, for a grand total of \$336,985.66 in expenditures.

c. **Other Action Items**

- (1) 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)

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

7. **Financial Reports:** January 2021

- 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. **President's Report**

**Self-Appraisal for Board of Library Trustees:** Trustee Smith reminded the Trustees that their self-appraisals are due by Friday, 19 February 2021.

Trustee Smith noted that further discussion on this project would take place at the Committee of the Whole meeting on Thursday, 4 March 2021.

**Retrospective Review of the Temporary Closure in Relation to COVID-19 Crisis:** Trustee Smith presented a progress report on the Retrospective Review. Discussion followed.

Trustee Smith noted that further discussion on this project would take place at the Committee of the Whole meeting on Thursday, 4 March 2021.

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

**United States Census 2020:** Director Scheetz reported that the Library received a certificate from Dr. Steven D. Dillingham, Director, U.S. Census Bureau, which stated:—

*The U.S. Census Bureau hereby recognizes **Batavia Public Library** as an invaluable member of the 2020 Census Community Partnership and Engagement Program. We appreciate the efforts you made in making the Partnership Program a success and helping achieve a successful 2020 Census.*

In an accompanying, Marilyn A. Sanders, Chicago Regional Director, U.S. Census Bureau, said (in part):—

*Thank you for your valuable partnership during this Decennial Census. With your support, the Region exceeded the National Self-Response Rate of 67% and had the highest self-response rate among all Regions, of 69.8%.*

Director Scheetz recognized Joanne C. Zillman for her leadership role in **Batavia Counts**, the local Complete Count Committee. Trustee Larson expressed the Board's appreciation, as well.

Zillman recognized Director Scheetz, Administrative Assistant Michele M. Domel, and the Library's Promotional Services department for their support, hard work, and dedication to making Batavia Counts a grand success.

She reported that the City of Batavia's response rate was 82.9% and noted that census data is currently scheduled for release in September 2021.

**Society for Human Resource Management:** Director Scheetz reported that Lisa M. Moore, the Library's Human Resources Manager, recently qualified as a Society for Human Resource Management Certified Professional (SHRM-CP).

On behalf of the Board of Library Trustees, Trustee Smith congratulated Moore on her certification.

**PechaKucha Batavia:** Director Scheetz reported that PechaKucha Night™ Batavia, Volume 19, was an unprecedented success. "Fan Favorites," presented by Batavia Public Library and Batavia Park District, featured ten presentations as part of Fermilab's Virtual Family Open House.

Volume 19 premiered on Friday, 12 February 2021, and attracted 386 viewers—160 for its premiere on Friday evening, 160 throughout the day on Saturday, and 66 throughout the day on Sunday.

**One Book, One Batavia:** Director Scheetz invited Stacey L. Peterson, the Library's Adult Services Manager, to share of a most unusual book discussion on Tuesday, 9 February 2021.

Peterson reported that the virtual book discussion of *The Woman Who Smashed Codes: A True Story of Love, Spies, and the Unlikely Heroine Who Outwitted America's Enemies* by Jason Fagone—the Library's One Book, One Batavia selection for 2021—attracted 59 participants, nearly double the number of any previous book discussion.

Peterson expressed her appreciation to Joanne C. Zillman, the Library's Youth Services Manager, and Reference Librarian Kristin W. Schultz, who, with Peterson, served as moderators for three breakout groups, which made this book discussion possible and helped to create a truly great experience. A lively discussion ensued.

Peterson noted that one participant was a resident of Florida and another was a resident of Arizona; both had a Batavia connection.

In response to a question from Trustee Culotta, discussion followed on the possible reasons for the high turnout, which Peterson attributed to a great book and a strong local connection.

Trustee Smith, who participated in the discussion, congratulated Peterson on the manner in which she handled the record-breaking attendance. She observed that this may have been the best book discussion she has yet attended.

Kathryn L. Hubbard, a candidate for the Board of Library Trustees, who also participated in the discussion, concurred with Trustee Smith.

**Winter Library Club:** Trustee Russo gave kudos to the Winter Library Club's use of Beanstack, which helped boost database statistics for January 2021 by 220% (compared to last year). From Zillman's report:—

*Since the [Winter Library] Club is on Beanstack this year, participants can link directly from the activity description to ... databases to complete the activity.*

**Chat Feature:** Trustee Russo praised the use of the new chat feature on the Library's Web site. In January, librarians responded to 134 chat request, three of them from Trustee Russo himself.

**Surprise Me! Bundle:** Trustee Smith enjoyed reading (in the Youth Services report) that Trustee Garrett recently received a Surprise Me! Bundle related to the Batavia Depot Museum. From Zillman's report:—

*Director Kate Garrett inquired about receiving a bundle related to several of the museum's exhibits. Several ... staff members put their heads together for this unique and interesting request.*

**Corner Book Sale:** Trustee Larson reported that the Corner Book Sale was open. Director Scheetz noted that sales are brisk.

## 10. Correspondence and Communications

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

- Illinois Department of Revenue: "History of CPIs Used for the PTELL" (13 January 2021)

- Illinois Library Association: “ILA Legislative Meet-ups” (13 January 2021)

Director Scheetz noted that he recently forwarded to the Trustees (via email) an invitation to this year’s West Suburban Library Legislative event, which was scheduled (via Zoom) for Friday, 19 February 2021.

There were no additional items of correspondence and communications.

11. **Director’s and Librarians’ Reports:** February 2021

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.

12. **Committee and Official Representative Reports**

- Standing Committee on Facilities:** At the request of Trustee Garrett, Trustee Smith presented a brief report on Facilities Issues.
- Standing Committee on Finance:** Trustee Culotta presented a brief report on Finance Issues.
- Standing Committee on Outreach:** In the absence of Trustee MacKenzie, Trustee Russo presented a brief report on Outreach Issues.
- Standing Committee on Policy:** Trustee Smith presented a brief report on Policy Issues.
- Batavia Public Library Foundation:** There was no meeting in January.

Trustee Larson reported that the Foundation is seeking new board members.

- Friends of the Batavia Public Library:** There was no meeting in January.

Trustee Russo happily echoed Trustee Larson’s report that the Corner Book Sale Corner was open for business.

- Batavia Access Television (BATV):** There was no report.

13. **Future Agenda Items**

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

In response to a comment by Trustee Smith, discussion followed on the Technology Plan.

14. **Next Meetings or Events**

- 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]*
- Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 1 March 2021, Library Open [I]*

- c. {NEW} *Read Across America Day, Tuesday, 2 March 2020 — annual event on or near March 2, the birthday of Dr. Seuss*
- d. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- e. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*
- f. *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*
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- h. *Good Friday, Friday, 2 April 2021, Library Open [1]*
- i. *Easter, Sunday, 4 April 2021, Library Closed*
- j. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
- k. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
- l. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
- m. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- n. *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.]*
- o. *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”*
- p. *Deadline for Nominations for Recognition as a Library Leader (in odd-numbered years, the third Monday in April), Monday, 19 April 2021*
- q. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

15. **Adjournment**

Motion by Trustee Smith to adjourn the meeting. Seconded by Trustee Russo. Roll Call: Culotta, aye; Garrett, aye; Larson, 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 6:36 p.m.

Respectfully submitted,

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Jo Ann Smith  
President

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Daniel R. Russo  
Secretary