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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 March 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Smith called the regular 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. **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 6:06 p.m.), Michele M. Domel, Kerry K. Halter (arrived at 6:10 p.m.), H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present via Electronic Means: Marianne E. Fasano (arrived at 6:06 p.m.) 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) Regular Meeting, Tuesday, 16 February 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): February 2021, including General Fund Checks (2528–2605) in the amount of \$91,040.68, Online Debit Charges in the amount of \$46,576.95, and Payroll Checks & Taxes in the amount of \$160,299.14, for a grand total of \$297,916.77 in expenditures.

c. **Other Action Items**

None

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.

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.

Stephanie A. DeYoung arrived at 6:06 p.m.

Marianne E. Fasano arrived at 6:06 p.m.

7. **Financial Reports:** February 2021

- 2020–2021 Working Budget
- 2020–2021 Cash & Investments

H. Joseph McKane, the Library’s Finance Specialist, presented highlights of the Working Budget.

- He added a “Projected” column to the current month’s and subsequent reports.

- He noted that \$58,65 was projected as “Extraordinary Revenue” was a grant from the Kane County Coronavirus Relief Fund.

McKane asked whether there were any questions regarding the financial reports, which were included in the Board packet.

In response to a question from Trustee Culotta, McKane confirmed that the grant was a one-to-one reimbursement for expenses incurred by the Library.

He recognized Michele M. Domel, the Library’s Administrative Assistant, for her leadership role in the purchasing process, tracking eligible expenses for reimbursement, and preparing the grant documents.

8. **President’s Report**

Trustee Smith presented a summary of the Committee of the Whole meeting on Thursday, 4 March 2021. (For details, see the Committee of the Whole minutes.)

Kerry K. Halter arrived at 6:10 p.m.

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

National Library Week: Trustee Russo announced that National Library Week was scheduled for April 4–10 with the theme, “Welcome to Your Library.” He observed that this year’s theme was particularly appropriate (in the year of the coronavirus) for Batavians who are discovering their library for the first time and for those who are returning after a long, epidemic-induced absence.

Recognition as a Library Leader: Trustee Russo reminded the Board that nominations for Recognition as a Library Leader nominations are due to Director Scheetz on Monday, 19 April 2021.

Community Check-In: Trustee Garrett reported on a wonderful experience with the “warm, welcoming, and delightful” Misty E. Jump and Aimee E. Marx on Tuesday, 2 March 2021, as part of the Library’s “Community Check-In” series.

As part of the “Community Check-In at the Batavia Depot Museum,” Jump, the Library’s Home Delivery Assistant, and Marx, a Reference Librarian, delivered a Surprise Me! Bundle related to the Museum’s new exhibit, which Trustee Garrett said was thoughtfully and wonderfully put together. She expressed her appreciation to Misty and Aimee and the employees who support their work.

Kudos: Trustee Culotta, who missed the Committee of the Whole meeting in April, gave kudos to Trustee Smith for her “great summary” of the Committee of the Whole meeting.

10. **Correspondence and Communications**

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

- At Director Scheetz’s request, Michele M. Domel, the Library’s Administrative Assistant, presented an overview of Staff Appreciation Week (14–20 March 2021) and the special recognition that employees can expect throughout the week.

She reported that the Library's Leadership Team wanted to say "Thank You!" to the Library's staff members for all they learned, sacrificed, and accomplished in the time of coronavirus. Finally, she shared a special video presentation prepared by the Library's Leadership Team for the employees, to the Trustees' applause.

The Board echoed the Leadership Team's sentiments and expressed its appreciation to the Library's employees, as well.

There were no additional items of correspondence and communications.

11. **Director's and Librarians' Reports:** March 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.

Trustee Russo observed (on the Circulation Statistics report) that "Electronic Materials" were checked out 5,585 times in February and reference databases were used 6,585 times, which are examples of how the Library reached out and engaged with its patrons in the time of coronavirus.

In response to a question from Trustee Larson, discussion followed on the future of virtual programming and whether it would continue in a post-pandemic world.

Stacey L. Peterson, the Library's Adult Services Manager, and Joanne C. Zillman, the Library's Youth Services Manager, expressed their thoughts on the future of virtual programming and suggested that it is likely to continue in selected ways.

Trustee Garrett observed that virtual programming has a "capacity for increased accessibility." She expressed her appreciation for the Library's work in this regard.

12. **Future Agenda Items**

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

13. **Next Meetings or Events**

- a. *Good Friday, Friday, 2 April 2021, Library Open [1]*
- b. *Easter, Sunday, 4 April 2021, Library Closed*
- c. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
- d. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
- e. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
- f. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *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.]

- h. 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”*
- i. Deadline for Nominations for Recognition as a Library Leader (in odd-numbered years, the third Monday in April), Monday, 19 April 2021*
- j. **Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. Preservation Week (12th Annual Observance, 2010–2021), Sunday–Saturday, 25 April–1 May 2021 — launched by the Association for Library Collections & Technical Services (ALCTS) to celebrate collecting and preservation on the community level (&c.)*
- l. Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Friday, 30 April 2021 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- m. Children’s Book Week (103rd Annual Observance), Monday–Sunday, 3–9 May 2021 — “A great nation is a reading nation.”—Melcher*
- n. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 6 May 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- o. **Board of Library Trustees (Regular Meeting), Tuesday, 18 May 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- p. Sunday before Memorial Day, Sunday, 30 May 2021, Library Closed*
- q. Memorial Day (last Monday in May), Monday, 31 May 2021, Library Closed [F]*
- r. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

14. **Adjournment**

Motion by Trustee Smith to adjourn the meeting. Seconded by Trustee Russo. 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 6:25 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary