



Agenda Item # 5 a (2)

www.BataviaPublicLibrary.org

MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 20 April 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 (arrived at 6:05 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, Stephanie A. DeYoung, Kerry K. Halter, Michele M. Domel, H. Joseph McKane, Kathy A. Moecher, 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.

Trustee Smith stated that the minutes for the Regular Meeting on Tuesday, 16 March 2021, were deferred to a future meeting at the request of Director Scheetz.

Motion by Trustee Smith to approve the consent agenda, as amended, to include the following items:—

a. **Minutes**

~~(1) Regular Meeting, Tuesday, 16 March 2021~~

b. **Expenditures**

(1) Expenditures (“Cash Disbursement Detail Report”): March 2021, including General Fund Checks (2606–2681) in the amount of \$192,576.45, Online Debit Charges in the amount of \$56,343.21, and Payroll Checks & Taxes in the amount of \$242,046.54, for a grand total of \$490,966.20 in expenditures.

c. **Other Action Items**

- (1) An Ordinance Amending the “Policy on Fines and Fees”: ORDINANCE 2021–001 (Standing Committee on Finance)
- (2) Room Management & Event Registration (Communico LLC) (Standing Committee on Outreach)
- (3) Library Plan for Implementation of Amended Minimum Wage Law, Year 3 (Standing Committee on Policy)
- (4) Summer Hours in the Time of Coronavirus (Standing Committee on Policy)

Seconded by Trustee Russo. Roll Call: Blodgett, aye; Culotta, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 6–0, with one member absent.

Kate Garrett arrived at 6:05 p.m.

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 MacKenzie. Roll Call: Blodgett, aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 7–0.

7. **Financial Reports:** March 2021

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

H. Joseph McKane, the Library’s Finance Specialist, presented an updated reported on the Special Reserve Fund.

He 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**

Appoint a Special Committee on Nominations: Trustee Smith reported that the biennial election of officers was scheduled for May. Discussion followed.

The consensus of the Board was that only continuing Trustees should serve on the committee.

Trustee Culotta offered to chair the committee. Trustee Smith appointed Trustees Culotta (as chair), Larson, and Russo to serve on the Special Committee on Nominations.

Director Scheetz offered to schedule the virtual meeting, which will take place via electronic means. Discussion followed on the committee’s charge.

Appoint a Special Committee to Select a Library Leader: Trustee Smith reported that the selection of a recipient for Recognition as a Library Leader is typically the duty of the Standing Committee on Outreach Committee.

Trustee Russo, a member of the Standing Committee on Outreach, recused himself, because he submitted a nomination. Discussion followed.

The consensus of the Board was for the President to appoint an ad hoc Special Committee to Select a Library Leader, composed of the remaining members of the Outreach Committee—Trustees Larson and MacKenzie (as chair)—and two newly elected Trustees.

With their consent, Trustee Smith appointed newly elected Trustees Marianne E. Fasano and Christy L. Ford to the Special Committee to Select a Library Leader, to join Trustees Larson and MacKenzie.

Director Scheetz offered to schedule the virtual meeting, which will take place via electronic means. Discussion followed on the committee’s charge.

In response to a question from Trustee Culotta, discussion followed on timeline for the selection process and official announcement.

The consensus of the Board was that the Special Committee will meet in May and that the Board will announce the recipient and approve the Resolution at the Regular Meeting on Tuesday, 15 June 2021. (In

accordance with the new guidelines, the public reception for the newly named Library Leader will take place in September 2021 as part of Library Card Sign-Up Month.)
In response to a question from Trustee MacKenzie, Director Scheetz reported that two nominations were submitted for Recognition as a Library Leader.

Committee of the Whole: Trustee Smith presented a summary of the Committee of the Whole meeting for Thursday, 8 April 2021. (For details, see the Committee of the Whole minutes.)

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

Number of Checkouts: Trustee Russo observed that it was nice to see the Library’s circulation—the number of items checked out—increasing once again.

Summer Reading Club: Trustee Larson stated that she and her daughter were excited about and looking forward to this year’s Summer Reading Club.

10. **Correspondence and Communications**

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.

12. **Façade Repairs: Incidental Painting Services** (D.E.S. Painting Inc.) (Standing Committee on Facilities)

Trustee Smith stated that the purpose of this agenda item was to present a proposal for approval by the Board of Library Trustees from D.E.S. Painting Inc., of Chicago, Illinois, to perform painting services incidental to the Façade Repairs Project.

Director Scheetz noted that this agenda item was not reviewed by the Committee of the Whole at its April meeting, but was considered time-sensitive and (with the approval of the Board President) was forwarded directly to the Board of Library Trustees for consideration.

Director Scheetz reported that, as a cost-savings measure, the specifications for the Façade Repairs Project did not include certain finishing services to prepare, caulk, and paint new drywall and window stools installed as part of the project.

He noted that the intent of this project is to complete the painting work in sections as the construction work on the windows is completed.

The Library received three proposals to prepare, caulk, and paint the new drywall and window stools, as follows (in ascending order):—

D. E. S. Painting Inc. (Chicago, Illinois)
\$ 8,695.00
Nedrow Decorating Inc. (Aurora, Illinois)
\$ 10,925.00

K&J Painting LLC (Elburn, Illinois)
\$ 14,700.00

Director Scheetz stated that, in addition to the lowest price, D. E. S. Painting Inc. provided the most complete proposal, including a one-year warranty. Further, Kathy A. Moecher, the Library's Facilities Services Manager, received a positive recommendation for D. E. S. Painting Inc. from her counterpart at the Gail Borden Public Library District (Elgin, Illinois).

The Library Director and Facilities Services Manager recommended the proposal from D. E. S. Painting Inc. as the lowest responsive, responsible proposal, for reasons of price and known quality of performance and service.

In response to a question from Trustee Smith, discussion followed on the contractor's insurance coverage.

In response to a question from Trustee Larson, discussion followed on the scope of the one-year warranty.

The consensus of the Board supported the proposal from D.E.S. Painting Inc.

Motion by Trustee Smith to approve and authorize Director Scheetz to execute a proposal from D.E.S. Painting Inc., of Chicago, Illinois, in the amount of \$8,695.00, to perform painting services incidental to the Façade Repairs Project, as presented. Seconded by Trustee Garret. Roll Call: Blodgett, aye; Culotta, aye; Garrett, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 7-0.

13. **A closed session** for "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body," as authorized by 5 ILCS 120/2(c)(1)

Motion by Trustee Russo to enter closed session for the purpose stated. 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.

The Board of Library Trustees entered closed session at 6:35 p.m.

The Board of Library Trustees returned to open session at 7:32 p.m.

14. **Future Agenda Items**

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

In response to a question from Trustee Smith, discussion followed on the "Request for Proposals for a New Café Operator."

15. **Next Meetings or Events**

- a. *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.)*
- b. *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*

- c. *Children’s Book Week (103rd Annual Observance), Monday–Sunday, 3–9 May 2021 — “A great nation is a reading nation.”—Melcher*
- d. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 6 May 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 May 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- f. *Sunday before Memorial Day, Sunday, 30 May 2021, Library Closed*
- g. *Memorial Day (last Monday in May), Monday, 31 May 2021, Library Closed [F]*
- h. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- i. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 6 June 2021 — Note: Change to 4 hours (in 2021 only) pending approval by Board of Library Trustees.*
- j. {NEW} *Flag Day, Monday, 14 June 2021 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”*
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- l. *ALA Annual Conference & Exhibition (Virtual), Wednesday–Tuesday, 23–29 June 2021*
- m. *Independence Day, Sunday, 4 July 2021, Library Closed*
- n. *Independence Day (Observed), Monday, 5 July 2021, Library Closed [F]*
- o. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- p. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- q. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- r. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

16. **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 7:37 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary