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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 6 May 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. Call to Order

Trustee Smith called the Committee of the Whole 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. 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:¹ Diane L. Blodgett, Jennifer M. Culotta, Elizabeth P. Larson, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: Michael E. MacKenzie

¹Note: Trustee Garrett resigned from the Board of Library Trustees, effective 3 May 2021, leaving the Board temporarily with six members.

Staff Members Present (or Registered) via Electronic Means: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kerry K. Halter, Pamela L. Kamin, H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, and Joanne C. Zillman

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 Larson. Roll Call: Trustee Blodgett, aye; Trustee Culotta, aye; Trustee Larson, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with one member absent.

5. **Approve the Minutes**

a. Regular Meeting, Tuesday, 16 March 2021

Trustee Smith asked whether there were any changes to the minutes.

Motion by Trustee Smith to approve the Minutes, as presented. Seconded by Trustee Russo. Roll Call: Trustee Blodgett, aye; Trustee Culotta, aye; Trustee Larson aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with one member absent.

b. Committee of the Whole Meeting, Thursday, 8 April 2021

Trustee Smith stated that the minutes for the Committee of the Whole meeting on Thursday, 8 April 2021, were deferred to a future meeting at the request of Director Scheetz.

c. Closed Session, Thursday, 8 April 2021

Trustee Smith stated that the minutes for the Closed Session on Thursday, 8 April 2021, were deferred to a future meeting at the request of Director Scheetz.

6. **Working Budget for 2021–2022** (Final Budget) (Standing Committee on Finance)

Trustee Smith stated that the purpose of this agenda item was to review and recommend that the Board of Library Trustees approve the Working Budget for 2021–2022.

Director Scheetz reported that the proposed Working Budget, which was included in the Committee packet, was designed to provide greater detail in revenues and expenditures than the combined Annual Budget and Appropriation, which is required by statute.

The proposed Working Budget for 2020–2021 was developed by H. Joseph McKane, Library Accountant / Financial Specialist, under the guidance of the Library Director.

Working Budget

Trustee Culotta, as Board Treasurer and chair of the Standing Committee on Finance, provided an introduction to the Working Budget, as well as an overview of the guidelines established by the Committee of the Whole in March.

In summary, the budget as presented is a *balanced budget*.

- **Books and Other Materials:** Develop a budget for books and other materials, contingent upon available revenue

Note: The new, 2019 standards include the following statement: “The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons.” (Collection Management Standard 1)

The proposed Working Budget includes 11.7% for books and other materials, a decrease of \$3,195 from Fiscal Year 2021.

- **Salary Issues:** Use a basis in the range of 2.0% to 3.0% to calculate the Special Adjustment (in lieu of merit pay) to implement “Minimum Wage Law: Transition Plan for Year 3”

The plan reviewed (and recommended) by the Standing Committee on Policy and approved to the Board of Library Trustees was based on a 3.0% calculation. (The Special Adjustment is reviewed annually.)

- **Personnel Complement:** Budget for additional staff positions and/or hours using options identified in the Staffing Assessment, contingent upon available revenue

Subject to further discussion, the proposed Working Budget includes limited funds (≈ \$18,000) for additional staff positions and/or hours.

- **Reserve Funds:** The guideline on Reserve Funds (as adopted in February 2019) states, “Budget 4.0% of the revenues in the Library Fund for the Special Reserve Fund or the following amounts, whichever are higher:—

“Fiscal Year 2020–2024: Budget \$600,000 for Special Reserve Fund

“Fiscal Year 2025—: Budget \$300,000 for Special Reserve Fund”

The proposed Working Budget includes a transfer of \$600,000 from the Library Fund to the Special Reserve Fund.

For the current fiscal year (2020–2021), the following amounts are projected to transfer from the Library Fund to the Special Reserve Fund:—

\$ 460,000 Budget for Transfer to Special Reserve Fund

400,000 Additional Amount

\$ 860,000 Total Transfer for 2020–2021

- **Overall:** Make a good faith effort to control expenditures and improve revenues without diminishing the overall quality of service

The proposed Working Budget meets this guideline.

Trustee Culotta expressed her support for the Working Budget, which she described as conservative, and observed its appropriate emphasis on the Library’s reserves. Discussion followed.

H. Joseph McKane, the Library’s Finance Specialist, observed that the Library was fortunate to receive property tax payments in accordance with the budgeted projections. He noted that interest income was lower than expected, which was not something over which we have control.

Director Scheetz commended McKane for his outstanding work on the Working Budget and all things financial. He noted that the Library’s property tax revenues were significantly limited by the Property Tax Extension Limitation Law (PTELL).²

The consensus of the Committee supported the Working Budget for 2021–2022.

Motion

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve the Working Budget for 2021–2022, as presented. Seconded by Trustee Blodgett. Roll Call: Trustee Blodgett, aye; Trustee Culotta, aye; Trustee Larson, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with one member absent.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

7. **An Ordinance Adopting a “Policy on Service to Non-Residents”** (ORDINANCE 2021–002) (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was to request the Board of Library Trustees to approve a revised “Policy on Service to Non-Residents,” which supplements an existing “Policy on Borrowing Privileges.”

Director Scheetz reported that the Board is required to decide, each year, whether it will serve non-residents. It is useful to define the Library’s service to non-residents in a formal policy statement that includes a detailed explanation of the fees and provides more detail in implementing Section 30–55.60 of the Public Library District Act of 1991 [75 ILCS 16/30–55.60]. Discussion followed.

Director Scheetz reported that the proposed policy incorporates the following change from the policy currently in force:—

²The Property Tax Extension Limitation Law (PTELL) is designed to limit the increases in property tax extension (total taxes billed) for non-home rule taxing districts. Although the law is commonly referred to as “tax caps,” use of this phrase can be misleading. The PTELL does not “cap” either individual property tax bills or individual property assessments. Instead, the PTELL allows a taxing district to receive a limited inflationary increase in tax extensions on existing property plus an additional amount for new construction.

The limit slows the growth of revenues to taxing districts when property values and assessments are increasing faster than the rate of inflation. As a whole, property owners have some protection from tax bills that increase only because the market value of their property is rising rapidly.

The limiting rate is calculated, for each taxing district, by the county clerk to implement PTELL. The sum of a district’s rates extended for those funds subject to the PTELL cannot exceed this limiting rate. After calculating preliminary rates for the funds, the county clerk will compare the sum of these rates to the limiting rate. If this sum exceeds the limiting rate, the county clerk will reduce each rate proportionally, unless instructed by a taxing district to reduce them in a different way.

- Sections (7)–(9) and (11)(e)–(f) are completely new. The language for these sections is tentative, pending final approval of proposed changes to the Illinois Administrative Code by the Joint Committee on Administrative Rules.

The basis for Sections 9 and 11(f) is Section 25 of Public Act (P.A.) 101–632 (eff. 6-5-20), promulgated as 75 ILCS 16 / 30–55.60 (4), which states, “The nonresident fee shall not apply to any of the following: ... (4) A nonresident in an unincorporated area in Illinois who is a student whose household falls at or below the U.S. Department of Agriculture’s Income Eligibility Guidelines.”

- Section (11)(b) was revised to include Non-Resident Lessees, pursuant to Section 10 of P.A. 100–875 (eff. 8-14-18), promulgated as 75 ILCS 16 / 30–55.60 (3), which now states, “The nonresident fee shall not apply to any of the following: ... (3) A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns **or leases taxable property that is taxed for library service** or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property **or a copy of the commercial lease of that taxable property;** ~~provided that the that the privileges and use of the library is extended to only one such non-resident for each parcel of taxable property.”~~

The same Act, of necessity, removed the provision “that the privileges and use of the library is extended to only one such non-resident for each parcel of taxable property” for Non-Resident Property Owners (and Lessees), which means that the Library may now (upon request) issue non-resident cards to each family member (who resides at the same address) of Non-Resident Property Owners.

- In Section (11)(c), the first paragraph was revised to more accurately reflect the language found in 232 Ill. Adm. Code 3050.60 (3).
- In Section (11)(c) and Section (11)(g), the tax rates and total income from local property tax sources were updated with the most the current information for 2021–2022 (Tax Year 2020).

In response to a question from Trustee Larson, discussion followed on the impact on the policy statement in case the Joint Committee on Administrative Rules does not approve the proposed changes.

Director Scheetz noted that the policy states, in instances in which there is no statutory authority, that “the provisions are not yet in effect.” In such instances, if the Joint Committee on Administrative Rules does not approve the proposed changes, then such provision would never go into effect and would be removed from future versions of the policy statement.

Director Scheetz reported that Attorney Roger A. Ritzman advised that the Illinois Administrative Code, as it relates to Sections (7)–(9) and (11)(e)–(f), is pending approval, so the language in these sections is subject to change.

The consensus of the Committee supported the “Policy on Service to Non-Residents.”

Motion by Trustee Smith to recommend that the Board of Library Trustees approve “An Ordinance Adopting a ‘Policy on Service to Non-Residents’” (Ordinance 2021–002), as presented. Seconded by Trustee Culotta. Roll Call: Trustee Blodgett, aye; Trustee Culotta, aye; Trustee Larson, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with one member absent.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

8. **A Resolution Declaring a Vacancy and Appointing a New Library Trustee** (RESOLUTION 2021–003)

Trustee Smith read Resolution 2021–03 into the record.

WHEREAS, Katherine A. Garrett (“Ms. Garrett”) was previously elected as a Library Trustee in the Batavia Public Library District for a four-year term expiring in 2023; and

WHEREAS, Ms. Garrett was elected as City Clerk for the City of Batavia, Illinois, at the Consolidated Election on 6 April 2021; and

WHEREAS, Ms. Garrett submitted her resignation as a Library Trustee, effective 3 May 2021, which created a vacancy in the office of Library Trustee; and

WHEREAS, Section 30–25 of the Public Library District Act of 1991 [75 ILCS 16] (the “Act”), provides that vacancies in the office of Library Trustee “shall be declared” by the Library Board and “filled forthwith”; and

WHEREAS, under the Act, all vacancies shall be filled by appointment by the remaining Library Trustees until the next regular library election; and

WHEREAS, Andrew R. Deitchman (“Mr. Deitchman”) previously served as a Library Trustee for six years (2013–2019); and

WHEREAS, Mr. Deitchman, during his tenure on the Board, served as a committee chair and Board President; and

WHEREAS, Mr. Deitchman is willing to fill the vacancy on the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Batavia Public Library District, Batavia, Illinois, in the Counties of Kane and DuPage, Illinois, as follows:—

***Section 1.** That the recitals set forth above are incorporated herein as part of this Resolution.*

***Section 2.** That the resignation of Katherine A. Garrett is hereby accepted, with regret.*

***Section 3.** That a vacancy in the office of Library Trustee is hereby declared.*

***Section 4.** That Andrew R. Deitchman is hereby appointed to fill the vacancy until the next regular election of Library Trustees at the Consolidated Election in April 2023.*

Motion by Trustee Smith to recommend that the Board of Library Trustees approve “A Resolution Declaring a Vacancy and Appointing a New Library Trustee” (Resolution 2021–003), as presented. Roll Call: Trustee Blodgett, aye; Trustee Culotta, aye; Trustee Larson, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with one member absent.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

On behalf of the Board of Library Trustees, Trustee Smith congratulated Andrew R. Deitchman (in absentia) and expressed regret on Trustee Garrett’s departure.

9. **Book Supports** (Aurora Storage Products Inc.) (Standing Committee on Facilities)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve the purchase of additional book supports from Aurora Storage Products Inc., of Aurora, Illinois.

In the absence of a quotation from Aurora Storage Products Inc, Trustee Smith declared that this agenda item was deferred to a future meeting.

10. **A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2022”** (Illinois State Library) (RESOLUTION 2021–004) (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve the Renewal Agreement for the “ILLINET / OCLC Services Program.”

In the absence of a Renewal Agreement from the Illinois State Library, Trustee Smith declared that this agenda item was deferred to a future meeting.

11. **Retrospective Review** (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was to describe current plans for the Retrospective Review of the Temporary Closure in Relation to COVID-19 Crisis.

Trustee Smith presented an overview of the initiative, reported on the initial test of the process with the Adult Services department—which Trustee Smith and Trustee Russo called as a great success—and described plans to complete the process. Discussion followed.

In response to a comment by Trustee Russo, discussion followed on the usefulness of the Retrospective Review initiative, now and in the future.

In response to a question from Trustee Culotta, discussion followed on how the process would involve the other departments, the Leadership Team, and the Board of Library Trustees.

The consensus of the Board was that the currently seated Trustees should participate in the Retrospective Review process as a its own team.

The consensus of the Board supported the Retrospective Review initiative.

The Committee requested Director Scheetz to move forward with the Retrospective Review initiative for the other departments, the Leadership Team, and the current Trustees (who served from 2019 to 2021).

12. **Architectural Services** (Standing Committee on Facilities)

Director Scheetz reported that Statements of Qualification and Responses to the Supplementary Questions (collectively “Proposals”) were received from 10 architectural firms. The Review Committee is the Standing Committee on Facilities.

The newly appointed (in May) Standing Committee on Facilities will receive the Proposals for review, meet to select 3–6 firms to interview, conduct interviews (perhaps with the Committee of the Whole), and complete the selection process.

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

Restore Illinois: Bridge to Phase 5: In response to a question from Trustee Russo, discussion followed on the Bridge to Phase 5 of the “Restore Illinois” plan.

14. **Future Agenda Items** (REPORT)

Director Scheetz noted that, in the absence of separate committee meetings, this report was provided for purposes of information and planning.

a. **Facilities Issues** (Trustee Garrett, *Chair*)

The focuses of Facilities Issues are building & grounds, technology, and related policies and services. Such issues generally (but not exclusively) have an internal approach; that is, work is directed to the physical library and its campus.

- {NEW} Streetscape Project (City of Batavia): Water Street
- Request for Proposals for a New Telephone System
- Architectural Services
- Technology Advisory Group (June–August 2021)

Trustee Smith reported that the initial discussion on this initiative took place in April 2021, after which the Committee of the Whole deferred it to the newly constituted Board of Library Trustees (and Standing Committee on Facilities).

The discussion encompassed purpose, need, makeup, and charge of such a committee, and how the purpose and charge are distinguished from the Standing Committee on Facilities. For example, would such a committee advise the Board of Library Trustees or the Standing Committee on Facilities? How often would it meet, i.e., quarterly, biannually, annually, etc.? As a charge, would such a committee focus on suggestions for the community’s benefit or other purposes? As for membership, would a Trustee serve on the committee?

Trustee Smith said that she would compile information for the Board on similar advisory groups for colleges and other organizations.

Director Scheetz noted that, as a subordinate body of the Board of Library Trustees, such an advisory committee is subject to the Open Meetings Act.

- Independent Technology Audit
- Technology Plan (June–August 2021)
- Walk the Property (June–August 2021)
- Annual Schedule of Capital Projects (July–September 2021)
- Wi-Fi System
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

b. **Finance Issues** (Trustee Culotta, *Chair*)

The focuses of Finance Issues are budget & finance and related policies and services.

- Note: A schedule of future agenda items is included in the Committee packet for purposes of information and planning.

- Policy on Fines and Fees (July 2022)

c. **Outreach Issues** (Trustee MacKenzie, *Chair*)

The focuses of Outreach Issues are marketing & public relations, community engagement, art, and related policies and services, and Recognition as a Library Leader. Such issues generally (but not exclusively) have an external approach; that is, direct service to users and the community.

- Recognition as a Library Leader (June 2021)

In response to a question from Trustee Larson, discussion followed on the selection process for Recognition as a Library Leader.

- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Telephone for Public Use

d. **Policy Issues** (Trustee Smith, *Chair*)

The focuses of Policy Issues are human resources, related policies and services, strategic planning, and general policies.

- Request for Proposals for the Operation of a Café at the Batavia Public Library

Director Scheetz reported that proposals are due no later than Monday, 24 May 2021. To date, nine potential café operators have received copies of the request for proposals.

- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Bylaws of the Board of Library Trustees
- Annual Goal Plan for the Library Director for July 2021–June 2022
- {NEW} Succession Plan / Policy on Succession

Trustee Smith noted that a succession plan was a newly established goal for the Board of Library Trustees in the wake of its self-appraisal initiative.

- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- Organizational Identity: Statement of Vision
- Standards for Illinois Public Libraries → DEFERRED INDEFINITELY
- Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
- Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
- Policy on Leave of Absence without Pay
- Policy on a Safe and Healthful Workplace
- Self-Appraisal for Board of Library Trustees (April 2022)

15. **Next Meetings or Events**

- Children’s Book Week (103rd Annual Observance), Monday–Sunday, 3–9 May 2021 — “A great nation is a reading nation.”—Melcher*
- Board of Library Trustees (Committee of the Whole Meeting), Thursday, 6 May 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

- c. **Board of Library Trustees (Regular Meeting), Tuesday, 18 May 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- d. *Sunday before Memorial Day, Sunday, 30 May 2021, Library Closed*
- e. *Memorial Day (last Monday in May), Monday, 31 May 2021, Library Closed [F]*
- f. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- g. *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).*
- h. {NEW} *Flag Day, Monday, 14 June 2021 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”*
- i. **Board of Library Trustees (Regular Meeting), Tuesday, 15 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- j. *ALA Annual Conference & Exhibition (Virtual), Wednesday–Tuesday, 23–29 June 2021*
- k. *Independence Day, Sunday, 4 July 2021, Library Closed*
- l. *Independence Day (Observed), Monday, 5 July 2021, Library Closed [F]*
- m. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- n. **Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- o. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- p. **Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- q. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed*
- r. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- s. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- t. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- u. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- v. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*

w. *Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*

16. **Adjournment**

Motion by Trustee Smith to adjourn the special meeting. Seconded by Trustee Russo. Roll Call: Trustee Blodgett, aye; Trustee Culotta, aye; Trustee Larson, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–0, with one member absent.

Trustee Smith declared the Committee of the Whole meeting adjourned at 6:47 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary