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## MINUTES

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

#### *Regular Meeting*

Tuesday • 18 May 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 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:**<sup>1</sup> Diane L. Blodgett (arrived at 6:10 p.m.), Jennifer M. Culotta, Elizabeth P. Larson, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

**Newly Elected and Appointed Trustees Present:** Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, and Kathryn L. Hubbard (SEE Agenda Item # 14)

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

**Trustees Absent:** None

**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:** Michael Q. Bily (arrived at 6:20 p.m.), Deborah Donatelli (arrived at 6:37 p.m.), and Raymond D. Smith

Director Scheetz welcomed to the meeting one incumbent, one returning, and three new Trustees, who would soon take their official oath of office.

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, 8 April 2021
- (2) Regular Meeting, Tuesday, 20 April 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): April 2021, including General Fund Checks (2682–2762) in the amount of \$98,083.10, Online Debit Charges in the amount of \$35,265.25, and Payroll Checks & Taxes in the amount of \$156,635.68, for a grand total of \$289,984.03 in expenditures.

c. **Other Action Items**

- (1) An Ordinance Adopting a “Policy on Service to Non-Residents” (ORDINANCE 2021–002) (Standing Committee on Policy / Committee of the Whole)
- (2) A Resolution Declaring a Vacancy and Appointing a New Library Trustee (RESOLUTION 2021–003)
- (3) Working Budget for 2021–2022 (Standing Committee on Finance / Committee of the Whole)
- (4) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

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

7. **Financial Reports: April 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 none.

8. **President’s Report**

Trustee Smith presented a summary of the Committee of the Whole meeting on Thursday, 6 May 2021. (For details, see the Committee of the Whole minutes.)

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

**Summer Reading Club:** Trustee Larson shared her daughter’s excitement when she came home from school with the Summer Reading Club kickoff information.

Trustee Blodgett arrived at 6:10 p.m.

**Promotional Services:** Trustee Russo extolled the Library’s programming initiatives and marketing efforts as described in its electronic newsletters.

**Explore More Illinois:** Trustee Russo applauded the Library for its participation in Explore More Illinois, which allows cardholders from participating public libraries to reserve free and discounted admission, parking, and gift-store purchases from cultural attractions in Illinois, including museums, cultural centers, zoos, aquariums, gardens, historical societies, and park districts.

**Educators Book Sale:** Trustee Russo reported that the Friends of the Batavia Public Library was busy planning its Educators Book Sale for August 2021; more details to follow at a later date.

10. **Correspondence and Communications**

There were no additional items of correspondence and communications.

11. **Director’s and Librarians’ Reports: April 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. **Boiler System: New Expansion Tank** (General Refrigeration Service LLC doing business as General Mechanical Services) (Standing Committee on Facilities)

Michael Q. Bily arrived at 6:20 p.m.

Trustee Smith stated that the purpose of this agenda item was to present and request the Board of Library Trustees to approve a proposal from General Refrigeration Service LLC doing business as General Mechanical Services, of Roselle, Illinois, to replace the compression / expansion tank for the Library's hot water system.

Director Scheetz noted that this agenda item was not reviewed by the Committee of the Whole at its May meeting, because the proposal from General Mechanical Services was submitted after the Committee meeting. The situation was considered time-sensitive and, with the consent of the Board President, was forwarded directly to the Board of Library Trustees for consideration.

#### Capital Asset Study (March 2020)

From the "Summary Report" for the "Capital Asset Component Category: Mechanical":—

- **Asset Description:** "Both the chilled water and hot water systems incorporate compression tanks to manage the expansion of water as its temperature changes."
- **Condition:** "Expansion tanks: The estimated remaining useful life of the expansion tanks is 12 years. Consideration should be given to replacing these tanks at the time of failure with new bladder type tanks."
- **Approximate Rehabilitation Cost and Schedule:** "2030/2031: Replace expansion tanks | Approximate Cost: \$15,000" (in reference to the tanks for both the chilled water and hot water systems, estimated at \$7,500 each).

#### Annual Schedule of Capital Projects

Director Scheetz reported that, due to the early failure of the compression / expansion tank for the hot water system, this project does not appear in the "Annual Schedule of Capital Projects" for 2020–2021.

#### Condition Report

General Mechanical Services has reported that the expansion tank for the hot water system is in poor, rapidly deteriorating condition and suggested the lack of water treatment as a cause for the early failure. (The Library started water treatment within the last 6–9 months.)

#### Scope of Work and Cost

Director Scheetz stated that the Library has a preventive maintenance agreement for its heating, ventilating, and air-conditioning (HVAC) system with General Refrigeration Service LLC doing business as General Mechanical Services, of Roselle, Illinois, except (temporarily) for the new chiller system during its one-year warranty period.

The Library received a fixed-price proposal in the amount of \$6,474.00 from General Mechanical Services to perform all work necessary to replace the compression / expansion tank for the Library's hot water system.

Director Scheetz and Kathy A. Moecher, the Library's Facilities Services Manager, recommended the proposal from General Mechanical Services for reasons of price and known quality of performance and service. Discussion followed.

In response to a comment by Moecher, discussion followed on the warranties, one year on the equipment and one year on labor.

In response to a question from Trustee Russo, discussion followed on the age and condition of the current expansion tank.

In response to a question from Trustee Smith, discussion followed on working with General Mechanical Services, with which the Library has a formal relationship of long standing, versus obtaining multiple proposals by soliciting multiple proposals, or issuing a request for proposals, or a sealed-bid process.

In response to a question from Trustee MacKenzie, discussion followed on the recently completed chiller project and the next regularly scheduled review of the Capital Asset Study.

The consensus of the Board supported the proposal from General Mechanical Services.

#### Motion

Motion by Trustee Smith to approve and authorize Director Scheetz to execute a proposal from General Mechanical Services, of Roselle, Illinois, in the amount of \$6,474.00, to perform all work necessary to replace the compression / expansion tank for the Library's hot water system. Seconded by Trustee MacKenzie. Roll Call: Blodgett, aye; Culotta, aye; Larson, aye; MacKenzie, aye; Russo, aye; Smith, aye. The motion carried, 6-0.

#### 13. Future Agenda Items

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

#### 14. Qualify Newly Elected Trustees

Secretary Russo gave the official oath of office to the four newly elected Trustees and one newly appointed Trustee of the Batavia Public Library District; namely Jennifer M. Culotta, Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, and Kathryn L. Hubbard.

The roll now reflects the newly qualified Trustees.

#### 15. Seat the New Board of Library Trustees

The outgoing Trustees stepped aside and the new Board of Library Trustees were seated.

#### 16. Select a President pro Tempore

Trustee Larson nominated Trustee Russo to serve as President pro tempore. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7-0.

Trustee Russo took the chair as President pro tempore.

17. **Organize Board of Library Trustees**

a. **Report of the Special Committee of Nominations**

Trustee Culotta, as chair, Special Committee on Nominations, presented the following slate of officers and official representatives for election for two-year terms, 2021–2023:—

- President: Trustee Russo
- Vice President: Trustee Larson
- Secretary: Trustee Fasano
- Treasurer: Trustee Culotta
  
- Official Representative to the Board of Directors, Batavia Access Television (BATV):  
Patricia A. Leonard, the Library’s Promotional Services Manager
- Official Representative to the Board of Directors, Batavia Public Library Foundation:  
Trustee Hubbard
- Official Representative to the Board of Directors, Friends of the Batavia Public Library:  
Trustee Ford

Director Scheetz reported that Patricia A. Leonard, the Library’s Promotional Services Manager has agreed to continue as the Batavia Access Television (BATV) representative.

b. **Election of Officers and Official Representatives**

Deborah Donatelli arrived at 6:37 p.m. (and left shortly thereafter).

Trustee Russo asked whether there were any nominations from the floor. There were none.

Motion by Trustee Culotta to elect the slate of officers, as proposed, by acclamation. Seconded by Trustee Larson. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

Trustee Russo took the chair as President.

18. **Comments from the Outgoing Trustees**

In parting remarks, Trustee Smith explained her reasons for serving on the Board of Library Trustees and expressed her appreciation to the Library’s employees for their friendliness, responsiveness, and dedication; to the members of the Library’s Leadership Team, which she identified by name; and Director Scheetz, who spend many hours with her reviewing the business of running the Library.

She welcomed the new Trustees and wished them well and, in conclusion, expressed her appreciation to her fellow Trustees, individually, acknowledging the unique attributes they brought to the Board.

Trustee MacKenzie and Trustee Blodgett expressed their appreciation to Trustee Smith and their fellow Trustees, Director Scheetz, and the Library’s employees for their cooperation and support—and wished the newly elected Trustees great success.

In closing, Trustee Russo quoted Sydney Sheldon: “Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve—and contribute to improving our quality of life. Libraries change lives for the better.”

He observed that each individual has a special insight. He applauded the Library’s accomplishments, spoke of how the Library thrived throughout the pandemic, and expressed his appreciation to all for their contributions to the Library’s success.

19. **Recognize the Outgoing Trustees**

Trustee Blodgett, Trustee Garrett, Trustee MacKenzie, and Trustee Smith were presented with plaques to commemorate their service on the Board of Library Trustees, as well as other tokens of esteem, which were delivered to their homes prior to the meeting.

20. **Next Meetings or Events**

- a. *Sunday before Memorial Day, Sunday, 30 May 2021, Library Closed*
- b. *Memorial Day (last Monday in May), Monday, 31 May 2021, Library Closed [F]*
- c. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- d. *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.*
- e. {NEW} *Flag Day, Monday, 14 June 2021 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”*
- f. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *ALA Annual Conference & Exhibition (Virtual), Wednesday–Tuesday, 23–29 June 2021*
- h. *Independence Day, Sunday, 4 July 2021, Library Closed*
- i. *Independence Day (Observed), Monday, 5 July 2021, Library Closed [F]*
- j. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- l. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- m. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- n. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed*

- o. Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- p. Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- q. Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- r. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- s. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
- t. **Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

21. **Adjournment**

Motion by Trustee Hubbard to adjourn the meeting. Seconded by Trustee Ford. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

Trustee Russo declared the regular meeting of the Board of Library Trustees adjourned at 6:49 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary