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## MINUTES

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

#### *Regular Meeting*

Tuesday • 20 July 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Russo called the public hearing to order at 6:09 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 101–0640; 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.*

In the absence of Trustee Fasano, Trustee Russo appointed Trustee Larson as Secretary pro tempore.

2. **Pledge of Allegiance**

3. **Call the Roll**

Trustee Larson, as Secretary pro tempore, 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, Andrew R. Deitchman, Christy L. Ford, Kathryn L. Hubbard, Elizabeth P. Larson, and Daniel R. Russo

**Trustees Absent:** Marianne E. Fasano

**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:** None

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Russo read the consent agenda.

Trustee Russo asked whether there were any changes to the consent agenda.

Trustee Russo stated that the minutes for the Closed Session on Tuesday, 15 June 2021, were deferred to a future meeting at the request of Director Scheetz.

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

a. **Minutes**

(1) Regular Meeting, Tuesday, 15 June 2021

~~(2) Closed Session, Tuesday, 15 June 2021~~

b. **Expenditures**

(1) Expenditures (“Cash Disbursement Detail Report”): June 2021, including General Fund Checks (2823–2911) in the amount of \$502,163.57, Online Debit Charges in the amount of \$61,855.98, and Payroll Checks & Taxes in the amount of \$161,058.49, for a grand total of \$725,078.04 in expenditures.

c. **Other Action Items**

(1) An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2021 and Ending 30 June 2022: ORDINANCE 2021–005 (Standing Committee on Finance / Committee of the Whole)

Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

6. **Approve the Agenda**

Trustee Russo asked whether there were any changes to the agenda.

Motion by Trustee Hubbard to approve the agenda, as presented. Seconded by Trustee Deitchman. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

7. **Financial Reports: June 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**

- **Café Operator** (22 July 2021): Trustee Russo noted that the Standing Committee on Policy would meet on July 22 to conduct interviews for a new café operator.
- **Architectural Services** (28–29 July 2021): Trustee Russo noted that the Standing Committee on Facilities would meet on July 28–29 to conduct interviews for architectural services.
- **Retreat for Trustee Orientation, Education, and Planning** (24 August 2021): Trustee Russo noted that the biennial Retreat for Trustee Orientation, Education, and Planning was scheduled for Tuesday, August 24.
- **Reception for Library Leader** (19 September 2021): Trustee Russo noted that the reception to recognize Jo Ann Smith as a Library Leader was scheduled for Sunday, September 19, at 2:00 p.m., in the Founders Room.
- **Retrospective Review of the Temporary Closure in Relation to the COVID-19 Crisis:** Trustee Russo reported that members of the previous Board of Library Trustees were working on the retrospective review, which is led by Jo Ann Smith, past president.

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

**Life in the Time of Coronavirus:** Trustee Larson observed that the past year was a wild and crazy ride for everyone, including the Library’s employees, whom she commended for their ability to pivot and create new ideas and programs. They are incredible (she said) and she appreciates all they do.

**Community Engagement:** Upon reviewing the latest librarians’ reports, Trustee Russo expressed pride in the extent to which the Library is engaged with the Batavia community, which he described as a wonderful formula for success. He expressed his appreciation to all the Library’s departments, including Facilities Services for keeping the building and grounds neat, clean, and inviting.

**Summer Reading Club and QR Codes:** Trustee Culotta expressed her appreciation and delight for the creative QR code activity centered around the Summer Reading Club theme, “Reading Colors Your World.” She discovered, as well, that it engaged her teenagers, which made her very happy.

**Educators’ Sale** from the Friends of the Batavia Public Library: Trustee Ford noted that the Educators’ “Stock Your Classroom” Sale was scheduled for Saturday, 7 August 2021, in the FriendSpace.

10. **Correspondence and Communications**

The following item of correspondence was included in the Board packet.

- Letter from Jesse White, Secretary of State and State Librarian, awarding the Batavia Public Library District a FY2021 Illinois Public Library Per Capita Grant in the amount of \$39,178.95 (24 June 2021)

Director Scheetz noted that the grant was increased from \$1.25 per capita to \$1.475 per capita. The deadline to expend FY2021 Per Capita Grant funds was extended to 31 December 2022.

Trustee Russo extolled the virtues of the Illinois Public Library Per Capita Grant, which helps to ensure that public libraries have resources to address the needs of their communities.

There were no additional items of correspondence and communications.

11. **Director’s and Librarians’ Reports: June 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.

In response to a question from Trustee Russo, Director Scheetz presented a brief progress report on the new telephone system.

*The Library received three proposals in response to its request for proposals, and the new system will require a significant upgrade to the Library’s data network to allow power over Ethernet, which is necessary for any new telecommunications system.*

*The latter project involves the participation of Webit Services Inc., which currently is developing a proposal to supply and install the requisite equipment (switches, &c.).*

*At the Committee of the Whole meeting on Thursday, 9 September 2021, the Trustees will receive a recommendation to accept a proposal for a new telephone system, presented by the Library’s telecommunications consultant, as well as a proposal to upgrade the Library’s data network, presented by representatives from Webit Services Inc.*

12. **An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40)** (ORDINANCE 2021–006) (Standing Committee on Finance)

Trustee Russo stated that the purpose of this agenda item was to transfer additional funds from the Library Fund to the Special Reserve Fund.

Director Scheetz reported that the Board of Library Trustees, at its regular meeting in June 2021, approved a transfer of \$850,000 to the Special Reserve Fund, of which \$465,000 was identified in the Working Budget. This new, time-sensitive Ordinance—which was not reviewed by the Committee of the Whole—authorizes the transfer of an additional \$105,000 to the Special Reserve Fund, for a total transfer of \$955,000 for the fiscal year ending 30 June 2021. Discussion followed.

H. Joseph McKane, the Library's Finance Specialist, provided further information on the proposed, additional transfer. He suggested that the Board of Library Trustees consider the annual transfer from the Library Fund to the Special Reserve Fund in July (in future years) rather than June, to ensure that the appropriate, maximum amount is properly identified before the books are closed. Discussion followed.

Trustee Culotta expressed support for both the additional transfer, which is an important part of the Library's long-term capital maintenance plan, and acting on the annual transfer in July in future years.

Director Scheetz gave kudos to McKane for his diligent work and attention to detail.

Motion by Trustee Culotta to adopt "An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40)" (Ordinance 2021-006), as presented. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6-0, with one member absent.

13. **Future Agenda Items**

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

14. **Next Meetings or Events**

- a. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- b. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- c. ***Board of Library Trustees (Special Meeting), Tuesday, 24 August 2021, 6:00 p.m., Founders Room [Retreat for Trustee Orientation, Education, and Planning]***
- d. ***Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed***
- e. ***Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: "every child should obtain a library card"***
- f. ***Sunday before Labor Day, Sunday, 5 September 2021, Library Closed***
- g. ***Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]***
- h. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- i. ***Regular Library Hours on Sunday Begin (12:00 noon-5:00 p.m.) (Sunday after Labor Day), Sunday, 12 September 2021***
- j. ***Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room***
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

15. **Adjournment**

Motion by Trustee Ford to adjourn the meeting. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

Trustee Russo declared the regular meeting adjourned at 6:32 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Elizabeth P. Larson  
Secretary pro Tempore