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## MINUTES

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

#### *Special Meeting*

Tuesday • 24 August 2021

#### **Retreat for Trustee Orientation, Education, and Planning**

##### **Dinner for Participants**

The evening began with dinner for the participants.

##### 1. **Call to Order**

President Russo called the special meeting to order at 6:03 p.m. in the Founders Room at the Batavia Public Library.

##### 2. **Call the Roll and Introductions**

**Trustees Present:** Jennifer M. Culotta, Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, Kathryn L. Hubbard, Elizabeth P. Larson, and Daniel R. Russo

**Trustees Absent:** None

**Staff Members Present:** 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

**Staff Members Absent:** Patricia A. Leonard (see below)

**Visitors / Panelists Present:** Monica R. Harris, associate executive director, Reaching Across Illinois Library System (RAILS); Mark A. Ritzman, attorney, Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.; Eric J. Rieger, Webit Service Inc., and Aaron T. Skog, executive director, SWAN Library Services

**Panelists Absent:** Jamie L. Wilkey, partner, Lauterbach & Amen, LLP (see below)

##### 3. **Legal Issues for Library Districts**

Mark A. Ritzman, attorney, Peregrine, Stime, Newman, Ritzman & Bruckner Ltd., gave a brief history and overview of the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA). Discussion followed.

4. **Governmental Accounting for Library Districts**

Jamie L. Wilkey, partner, Lauterbach & Amen LLP, was unable to participate for medical reasons. She will reschedule her presentation for a future Board meeting.

5. **Reaching Across Illinois Library System**

Monica R. Harris, associate executive director, Reaching Across Illinois Library System (RAILS), gave a brief history and overview of library systems in Illinois and services provided by RAILS, including but not limited to the ever-popular delivery services, Find More Illinois, eRead Illinois, BiblioBoard Library, the new Sparks podcast, and Inkie.org, a suite of resources—available to everyone in Illinois at no charge—that supports local authors with online creation and publishing tools and allows readers to access locally produced content. In addition, Harris noted that RAILS offers continuing education and training opportunities for Trustees and staff members at no charge to member libraries. Discussion followed.

6. **SWAN Library Services**

Aaron, T. Skog, executive director, SWAN Library Services, gave a brief history and overview on consortiums in Illinois built around shared integrated library systems, of which SWAN is one. He presented a snapshot of “Library Trends, 2019–2021,” such as library lockers, curbside service, and concerns about data privacy, announced a new (and optional) mobile self-checkout application for SWAN member libraries, and introduced Aspen Discovery, a new approach to the online catalogue.

Skog congratulated the Batavia Public Library, which he described as the 2nd busiest interlibrary loan provider in Illinois. Skog observed that the biggest checkout day for member libraries was the day (in March 2020) before buildings closed due to the pandemic. Discussion followed.

7. **Webit Services Inc.**

Eric J. Rieger, founder and president, Webit Services Inc., gave a brief history and overview of the company, which was founded 25 years ago and presented information on security issues and solutions. A lively discussion ensued.

8. **Break**

9. **A View of the Library**

a. **Facilities Services**

Kathy A. Moecher, Facilities Services Manager / Meeting Room Coordinator, presented a brief overview of Facilities Services.

b. **Technical Services**

Kerry K. Halter, Technical Services Manager presented a brief overview of Technical Services.

c. **Promotional Services**

Patricia A. Leonard, Promotional Services Manager, in absentia, prepared (via PowerPoint, which was presented by Lisa M. Moore) a brief overview of Promotional Services.

d. **Adult Services**, including Outreach Services

Stacey L. Peterson, Adult Services Manager, presented a brief overview of Adult Services, which includes Outreach Services (which, in Batavia, takes the form of Home Delivery), and its programs and services.

10. **Break**

11. **A View of the Library**

a. **Administration Services: Budget & Finance**

H. Joseph “Joe” McKane, Library Accountant / Finance Specialist, presented a brief overview of his role and responsibilities.

b. **Administration Services: Human Resources**

Lisa M. Moore, Human Resources Manager / Executive Assistant, presented a brief overview of her role and responsibilities.

c. **Circulation Services**

Stephanie A. DeYoung, Circulation Services Manager, presented a brief overview of Circulation Services.

d. **Youth Services**

Joanne C. Zillman, Youth Services Manager / Deputy Director, presented a brief overview of Youth Services and its programs and services.

12. **Open Forum for Trustees**

Trustee Hubbard praised the Library’s Inclusion Game Night.

Trustee Russo asked the Trustees (especially the new Trustees) about their availability for a Library tour. The consensus of the Trustees was that nearly any weekday evening after 5:30 p.m. would work.

13. **Adjournment**

Trustee Russo declared the meeting adjourned at 8:58 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary