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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 5 August 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Russo called the Committee of the Whole meeting to order at 6:02 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 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.

2. **Call the Roll**

Trustee Fasano 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.

Committee Members Present via Electronic Means: Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, Elizabeth P. Larson, and Daniel R. Russo

Committee Members Absent: Jennifer M. Culotta and Kathryn L. Hubbard

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, and Joanne C. Zillman

Visitors Present via Electronic Means: None

3. **Comments from the Audience**

There were no comments from the audience.

4. **Approve the Agenda**

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

Motion by Trustee Larson to approve the agenda, as presented. Seconded by Trustee Ford. Roll Call: Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 5–0, with two members absent.

5. **Approve the Minutes:** Committee of the Whole Meeting, Thursday, 3 June 2021

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

Motion by Trustee Ford to approve the minutes, as presented. Seconded by Trustee Fasano. Roll Call: Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 5–0, with two members absent.

6. **A Resolution Certifying the 2020–2021 Illinois Public Library Annual Report (IPLAR)**
(RESOLUTION 2021–007) (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees accept and certify the 2020–2021 Illinois Public Library Annual Report (IPLAR), as presented.

Director Scheetz reported Section 30–65 of the Public Library District Act of 1991 [75 ILCS 16] provides that, “On or before September 1 of each year, the board shall prepare a written report for the past fiscal year,” and describes the scope and content of such a report. Further, the Board of Library Trustees is required to prepare, accept, and certify the Illinois Public Library Annual Report according to instructions provided by the Illinois State Library.

In response to a question from Trustee Ford, discussion followed on how the report is prepared; that is, whether the Board is expected to prepare the report itself.

Director Scheetz noted that staff members compile the data, and the Board certifies the report. Under the direction of the Library Director, the Human Resources Manager / Executive Assistant, with the assistance of most of the managers, prepares the report each year.

Director Scheetz reported that two sections of the IPLAR were pending completion, including the “Capital Needs Assessment,” for which he will use data from the Capital Asset Study, and the Secretary’s Audit, which he will schedule with Trustee Ford and Trustee Larson prior to the Regular Meeting.

As a correction, Trustee Deitchman noted that the term of office for Trustee Culotta was stated as 2021. Since she was elected to a new four-year term in April, the correct date is 2025.

Trustee Russo observed that the comprehensive nature of the IPLAR is an important reminder of how much work is done at the Library each year.

Motion by Trustee Larson to approve “A Resolution Certifying the 2020–2021 Illinois Public Library Annual Report (IPLAR)” (Resolution 2021–007), as presented. Seconded by Trustee Deitchman. Roll Call: Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 5–0, with two members absent.

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

7. **A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property** (RESOLUTION 2021–008) (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to present an inventory of furniture, furnishings, equipment, and supplies to the Board of Library Trustees, and recommend that such “Inventory of Surplus Property” be declared no longer necessary or useful for library purposes and that the Library Director be authorized to sell or otherwise dispose of said surplus property in an appropriate manner. Discussion followed.

In response to a question from Trustee Russo, discussion followed on the disposition of the property.

Pursuant to the Public Library District Act of 1991, which describes the manner in which the Library District may sell or otherwise dispose of such property [75 ILCS 16 / 30–55.32], Director Scheetz stated that he proposed to sell or otherwise dispose of the surplus property according to the following methods:—

- **Public Sale:** Items on the list may be offered for public sale at auction, either in-person (live or silent) or online (eBay, &c.), or on the basis of sealed bids. In the case of in-person auctions or sealed-bid sales, the Library will publish a public notice of the sale in a local newspaper of general circulation.
- **Offer of Donation:** Items may be offered for sale or as a donation to other tax-supported libraries or library systems, as well as other units of local government and not-for-profit organizations. In the latter instance, first preference will be given to organizations located in the Batavia Public Library District.
- **Recycle:** Items that are not sold or otherwise disposed of will be recycled, as appropriate. (Unfortunately, the City of Batavia no longer offers a self-service recycling program for electronic equipment and small appliances.)
- **Discard:** Any remaining items will be discarded.

Director Scheetz noted that the Reaching Across Illinois Library System (RAILS), in particular, offers the opportunity to list surplus property for sale or donation.

Motion by Trustee Ford to recommend that the Board of Library Trustees approve “A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property,” as presented. Seconded by Trustee Fasano. Roll Call: Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 5–0, with two members absent.

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

8. **Policy on Face-Coverings** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to review a proposal to further revise and update the “Policy on Face-Coverings” as the “Level of Community Transmission” of COVID-19 and its variants continues to fluctuate.

At Trustee Russo’s request, Director Scheetz provided an overview of recent events and the current situation vis-à-vis face-coverings at Batavia Public Library.

Overview: Key Points

- The Board recently approved a “Policy on Face-Coverings,” as amended (Resolution 2021–006) on Tuesday, 15 June 2021, which included an “Authority to Revise” clause.
- As the “Level of Community Transmission” of COVID-19 and its variants continues to fluctuate, the Library has a continuing need for a policy statement.
- The Library has a need to address changes in CDC guidelines in relation to its “COVID Data Tracker” (<https://covid.cdc.gov/covid-data-tracker/#county-view>).
- Employees are covered by the “Administrative Policy on Face-Coverings for Employees,” as authorized by Section D 2 (b) (2) of the “Policy on Face-Coverings,” as amended.

Overview: Recent Action in Relation to the “Authority to Revise” Clause

Based on a request from Director Scheetz, Trustee Russo, as Board President, polled the Board of Library Trustees regarding the “Policy on Face-Coverings,” as amended.

***Authority to Revise:** In such circumstances in which changing conditions make it advisable to revise this Policy in a timely manner (such as new guidance from the Centers for Disease Control, etc.), this Policy may be modified between meetings of the Board of Library Trustees by the Library Director with the approval of the Board President, subject to ratification (or further revision) by simple motion at the next Regular (or Special) Meeting of the Board.*

As a result, effective Tuesday, 3 August 2021, for patrons, pursuant to the latest CDC guidelines and the COVID Data Tracker, the Library **highly recommends** that all persons entering the Library, whether vaccinated or not vaccinated (except as noted in the “Policy on Face-Coverings,” as amended), wear a face-covering that fully covers the nose and mouth during their visit.

In other words, the Library expects patrons to wear a face-covering. That said, the Library will not actively enforce this expectation except in egregious circumstances.

Overview: Further Discussion Points

- If the Level of Community Transmission rises to High (100+ cases per 100,000), or even 75+ cases, then perhaps wearing a face-covering should not be “highly recommended,” but rather “required (or mandatory)” for patrons.
- Rather than ratify the modifications approved by the Board President at the Library Director’s request (as described above), perhaps the “Policy on Face-Coverings,” as amended, requires further revision.

To those ends, Director Scheetz proposed the following change in policy.

Proposed Change in Policy: Revise “Reinstated Automatically” Clause to Reflect Actual Metrics

Revise each instance of the “Reinstated Automatically” clause in the “Policy on Face-Coverings,” as follows.

Original Language

Reinstated Automatically: *This exception shall no longer apply if the Governor and/or Illinois Department of Public Health determines that the State of Illinois must return to any prior Phase of the “Restore Illinois” plan.*

Revised Language

Reinstated Automatically: *This exception shall no longer apply if either (a) the Governor and/or Illinois Department of Public Health determines that the State of Illinois must return to any prior Phase of the “Restore Illinois” plan, or (b) based on Centers for Disease Control and Prevention (CDC) guidelines in relation to its “COVID Data Tracker.” Thus, when the “Level of Community Transmission in Kane County, Illinois,” according to the COVID Data Tracker, indicates that Kane County has moved from Substantial (50+ cases per 100,000) to Moderate (<50 cases per 100,000), the Library will remove its restrictions automatically, effective the following day (Monday–Friday; Saturday–Sunday will reflect Friday’s status). Conversely, when the Level of Community Transmission for Kane County moves from Moderate to Substantial (or Substantial to High), the Library will restore its restrictions automatically, effective the following day (Monday–Friday; Saturday–Sunday will reflect Friday’s status).*

A lively discussion ensued.

In response to a suggestion by Trustee Larson, discussion followed on the Level of Community Transmission—or, as another option, the number of cases per 100,000—at which the Library would require face-coverings.

In response to a question from Trustee Larson, Director Scheetz provided examples of other libraries’ practices regarding face-coverings, including St. Charles and Geneva. Discussion followed.

Trustee Deitchman suggested that face-covering should be mandatory when the Level of Community Transmission rises to High (100+ cases per 100,000). Discussion followed.

Trustee Ford suggested that face-coverings should be mandatory when the Level of Community Transmission rises to Substantial (50+ cases per 100,000). Discussion followed.

In response to the Committee’s invitation, several members of the Library’s Leadership Team provided input.

The consensus of the Committee supported the following changes:—

- Making face-coverings for patrons mandatory when the Level of Community Transmission rises to High (100+ cases per 100,000); and
- Making face-coverings for patrons optional when the Level of Community Transmission returns to Moderate (<50 cases per 100,000).

In Summary

Revise the “Reinstated Automatically” clause for patrons¹ in the “Policy on Face-Coverings,” as amended, as follows.

***Reinstated Automatically:** This exception shall no longer apply if either (a) the Governor and/or Illinois Department of Public Health determines that the State of Illinois must return to any prior Phase of the “Restore Illinois” plan, or (b) based on Centers for Disease Control and Prevention (CDC) guidelines in relation to its “COVID Data Tracker.”*

Thus, when the “Level of Community Transmission in Kane County, Illinois,” according to the COVID Data Tracker, indicates that Kane County has moved from SUBSTANTIAL (50+ cases per 100,000) to MODERATE (<50 cases per 100,000), the Library will remove its restrictions automatically, effective the following day (Monday–Friday; Saturday–Sunday will reflect Friday’s status).

*Conversely, when the Level of Community Transmission for Kane County has moved from MODERATE to SUBSTANTIAL, the Library will restore its restrictions automatically (and **highly recommend** face-coverings), effective the following day (Monday–Friday; Saturday–Sunday will reflect Friday’s status).*

*Further, when the Level of Community Transmission for Kane County has moved from SUBSTANTIAL to HIGH (100+ cases per 100,000), the Library will **require** face-coverings, effective the following day (Monday–Friday; Saturday–Sunday will reflect Friday’s status) and will continue to require face-coverings until the Level of Community Transmission has moved to MODERATE.*

Motion

Motion by Trustee Deitchman to amend the “Policy on Face Coverings,” as described herein. Seconded by Trustee Larson. Roll Call: Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, nay; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 4–1, with two members absent.

In consideration of the absence of two Trustees, the Committee requested Director Scheetz to include this item on the Regular Agenda.

Trustee Russo expressed his appreciation to Trustees and staff members alike for their thoughtful discussion during this time of uncertainty.

9. Meetings via Electronic Means: Board of Library Trustees and Subordinate Bodies (Committee of the Whole)

Trustee Russo stated that the purpose of this agenda item was to clarify several issues related to conducting meetings via electronic means.

As context, Director Scheetz provided the following background information in his written report, which was distributed as part of the Committee of the Whole packet.

¹The “Reinstated Automatically” clause for employees is slightly different, as employees must wear face-coverings when the Level of Community Transmission rises to Substantial (50+ cases per 100,000). Further, employees are covered by the “Administrative Policy on Face-Coverings for Employees,” q.v.

The Governor did NOT extend his finding “that the ongoing public health concerns at issue in [Gubernatorial Disaster Proclamation; eff. 7/23/21] continue to render in-person attendance [at public meeting] not feasible.”

In addition, the latest Executive Order (Executive Order 2021–15) did not extend (and effectively rescinded) Executive Order 2020–07 (16 March 2020) that relaxed in-person meeting requirements. Ironically, of course, the Governor is now talking about changing direction and the CDC has issued new, more restrictive guidelines.

However, the revisions to the Open Meetings Act that resulted from the Government Emergency Administration Act (Public Act 101–0640; eff. 6/12/20) will continue in effect, which allows the Library to continue its current meeting practices during a declared disaster, even in the absence of an Executive Order to that effect and explicit language in the disaster proclamation.

A decision to hold a remote meeting (by electronic means only) now depends solely on local circumstances and the head of the public body—the Board President—making the required statutory finding “that an in-person meeting is not practical or prudent because of the disaster.”

In response to a question from Trustee Russo, discussion followed on whether the Trustees wished to continue meeting via electronic means.

Trustee Larson expressed a preference that, at such time as the Trustees wished to meet in person (such as for the recent interviews related to architectural services and the café), an option is available for employees and members of the community to monitor such meetings electronically. Discussion followed.

Trustee Russo expressed a general preference for meeting via electronic means for the foreseeable future. Discussion followed.

The consensus of the Trustees was to conduct meetings via electronic means for the foreseeable future, with any exceptions decided on a case-by-case basis.

10. **Technology Advisory Group** (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to clarify several issues related to the proposed Technology Advisory Group (TAG).

Director Scheetz 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 either the Committee of the Whole or the Standing Committee on Facilities).

Trustee Russo noted that the idea for a Technology Advisory Group came from the Speak Up! Community Engagement Initiative.

He suggested that, while the Technology Advisory Group (TAG) is intended to report to the Standing Committee on Facilities, the Trustees assign the creation of the TAG to the Standing Committee on Outreach as a way to engage the community (a focus of the Outreach Committee). Discussion followed.

The consensus of the Committee of the Whole supported the proposal to assign the creation of the Technology Advisory Group to the Standing Committee on Outreach.

Director Scheetz reported that other issues identified in April 2021 included the purpose, need, makeup, and charge of such a committee. Discussion followed.

Trustee Russo reported that former Trustee and past president Jo Ann Smith had expressed a willingness to participate in this process. Discussion followed.

The consensus of the committee was to request that Trustee Larson, Director Scheetz, and Jo Ann Smith to begin the organizational process and present a report to the Outreach Committee.

Trustee Deitchman suggested a particular focus on the purpose and charge of the proposed Technology Advisory Group. Discussion followed.

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

In Summary

The creation of the Technology Advisory Group was assigned to the Standing Committee on Outreach and Trustee Larson (as committee chair), Director Scheetz, and Jo Ann Smith (as an interested volunteer) were requested to begin the organizational process (with an initial focus on the purpose and charge of such an advisory group) and present a report to the Outreach Committee.

11. Comments from the Committee of the Whole

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.

In addition to targeted marketing to teachers and preschools, Trustee Larson noted that the book sale was posted on Facebook.

12. Future Agenda Items

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 Deitchman, *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.

- Roof Repairs
- New Telephone System / Upgrade for Data Switches (September 2021)
- Architectural Services (August 2021)
- Independent Technology Audit
- Technology Plan
- 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
- Streetscape Project (City of Batavia): Water Street

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 (September 2021)

c. **Outreach Issues** (Trustee Larson, *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.

- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Telephone for Public Use
- Recognition as a Library Leader (April 2023)

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

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

- 3D Printer (September 2021)
- Annual Goal Plan for the Library Director for July 2021–June 2022
- Operation of a Café at the Batavia Public Library / Café Lease (September 2021)
- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Succession Plan / Policy on Succession
- Bylaws of the Board of Library Trustees
- Policy on Leave of Absence without Pay
- 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 a Safe and Healthful Workplace
- Self-Appraisal for Board of Library Trustees (April 2022)

13. **Next Meetings or Events**

- Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- Board of Library Trustees (Special Meeting), Tuesday, 24 August 2021, 6:00 p.m., Founders Room [Retreat for Trustee Orientation, Education, and Planning]***
- Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed (9:00–1:00 p.m.)***

- d. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- e. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- f. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- g. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- h. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
- i. ***Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room***
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. *Banned Books Week: Celebrating the Freedom to Read (40th Annual Observance, 1982–2021), Sunday–Saturday, 26 September–2 October 2021 — 2021 Theme: Books Unite Us. Censorship Divides Us.*
- l. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- m. *TeenTober (formerly Teen Read Week™ in October and Teen Tech Week in March), October 2021 — launched in 2019 to celebrate teens and teen services in libraries*
- n. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- o. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- p. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- q. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- r. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- s. *Fall Children’s Book Week (since 2019), Monday–Sunday, 8–14 November 2021 — “A great nation is a reading nation.”—Melcher — 2021 Theme: Reading Is a Superpower [Note: In a story fraught with irony, the original Children’s Book Week was moved from November to May in 2008.]*
- t. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*
- u. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- v. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- w. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*

- x. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- y. *Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*

14. **Adjournment**

Motion by Trustee Larson to adjourn the meeting. Seconded by Trustee Deitchman. Roll Call: Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 5–0, with two members absent.

Trustee Russo declared the Committee of the Whole meeting adjourned at 7:00 p.m.

Respectfully submitted,

Daniel R. Russo
President

Marianne E. Fasano
Secretary