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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 17 August 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

In the absence of President Russo, Vice President Larson was in the chair.

Trustee Larson called the Regular 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. **Pledge of Allegiance to the Flag**

3. **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.

Trustees Present via Electronic Means: Jennifer M. Culotta, Andrew R. Deitchman, Christy L. Ford, Kathryn L. Hubbard (arrived at 6:06 p.m.), and Elizabeth P. Larson

Trustees Absent: Daniel R. Russo

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

Visitors Present via Electronic Means: None

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Larson read the consent agenda.

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

Motion by Trustee Deitchman to approve the consent agenda, as presented, to include the following items:—

a. **Minutes**

- (1) Public Hearing, Tuesday, 20 July 2021
- (2) Regular Meeting, Tuesday, 20 July 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): July 2021, including General Fund Checks (2912–2994) in the amount of \$118,526.87, Online Debit Charges in the amount of \$47,047.27, and Payroll Checks & Taxes in the amount of \$159,700.94, for a grand total of \$325,275.08 in expenditures

c. **Other Action Items**

- (1) A Resolution Certifying the 2020–2021 Illinois Public Library Annual Report (IPLAR) (RESOLUTION 2021–007) (Standing Committee on Policy / Committee of the Whole)
- (2) 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 / Committee of the Whole)

Trustee Hubbard arrived at 6:06 p.m.

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

6. **Approve the Agenda**

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

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

7. **Financial Reports:** July 2021

- 2020–2021 Working Budget — through 30 June 2021
- 2021–2022 Cash & Investments

Director Scheetz asked whether there were any questions regarding the financial reports, which were included in the Board packet. There were none.

8. **President’s Report**

The President pro tempore presented the following reports.

- **Retreat for Trustee Orientation, Education, and Planning** (24 August 2021): Trustee Larson 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 Larson 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.

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

There were no additional comments from the Board.

10. **Correspondence and Communications**

There were no additional items of correspondence and communications.

11. **Director’s and Librarians’ Reports:** July 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. **A Resolution Adopting a “Policy on Face-Coverings”** (RESOLUTION 2021–009) (Standing Committee on Policy / Committee of the Whole)

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

Director Scheetz presented an overview of the “Policy on Face-Coverings.” He noted that the Library has a continuing need for a policy statement, as well as a need to address changes in CDC guidelines in relation to its “COVID Data Tracker.” Discussion followed.

Director Scheetz and Lisa M. Moore, the Library’s Human Resources Manager, reported that the Library has experienced a high level of compliance from patrons in regard to wearing face-coverings. In fact, employees have received more compliments than criticisms related to the return to mandatory face-coverings.

Director Scheetz suggested that the automatic provisions in this third version of the policy statement, which are triggered by science (the COVID Data Tracker) rather than changes to the “Restore Illinois” plan, would stand the Library in good stead.

In response to a question from Trustee Larson, discussion followed on employees’ level of comfort with the proposed changes. In summary, while some employees prefer not wearing face-coverings, all employees are in compliance.

The consensus of the Board supported the “Policy on Face-Coverings,” as amended.

Motion by Trustee Deitchman to approve “A Resolution Adopting a ‘Policy on Face Coverings,’ ” as presented. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye. The motion carried, 6–0, with one member absent.

13. **Architectural Services** (Product LLC doing business as Product Architecture + Design) (Standing Committee on Facilities)

Trustee Larson stated that the purpose of this agenda item was to update the Board of Library Trustees on the status of the selection process for architectural services.

Trustee Deitchman explained that a discrepancy in the scope of work submitted by Product LLC caused the Facilities Committee to request further clarification from the firm. As a result, the Facilities Committee is not prepared to make a recommendation to the Board of Library Trustees at this time. Discussion followed.

Trustee Larson presented a summary of the selection process to date. Discussion followed.

Trustee Deitchman reported that the Standing Committee on Facilities would meet on Thursday, 2 September 2021, to continue its deliberations.

In response to a question from Trustee Culotta, discussion followed on the Committee of the Whole versus the Standing Committee for such deliberations and how the purposes of the subsidiary bodies are distinguished.

Motion by Trustee Ford to refer the selection process for architectural services back to the Standing Committee on Facilities. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye. The motion carried, 6–0, with one member absent.

14. **Future Agenda Items**

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

In response to questions from Trustee Culotta and Trustee Larson, discussion followed on the café, including the status of lease negotiations and a timeline for the grand opening.

15. **Next Meetings or Events**

- a. ***Board of Library Trustees (Special Meeting), Tuesday, 24 August 2021, 6:00 p.m., Founders Room***
[Retreat for Trustee Orientation, Education, and Planning]

- b. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed (9:00 a.m.–1:00 p.m.)*
- c. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- f. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 12 September 2021*
- h. ***Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room***
- i. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- j. *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.*
- k. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- l. *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*
- m. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- n. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- o. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- p. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- q. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- r. *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.]*
- s. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*

- t. **Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- u. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- v. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
- w. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- x. **Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**

16. **Adjournment**

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

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

Respectfully submitted,

Elizabeth P. Larson
President pro Tempore

Marianne E. Fasano
Secretary