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## MINUTES

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

#### *Regular Meeting*

Tuesday • 21 September 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Russo 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**

Alexandra "Ali" Larson, Trustee Larson's daughter, recited the Pledge of Allegiance.

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 (arrived at 6:16 p.m.), Kathryn L. Hubbard, Elizabeth P. Larson, and Daniel R. Russo

**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:** 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.

At the request of Director Scheetz, the minutes for 5 August 2021 and 17 August 2021 were deferred to a future meeting.

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

a. **Minutes**

~~(1) Committee of the Whole Meeting, 5 August 2021 DEFERRED~~

~~(2) Regular Meeting, Tuesday, 17 August 2021 DEFERRED~~

(3) Special Meeting, Tuesday, 24 August 2021 [Retreat]

b. **Expenditures**

(1) Expenditures (“Cash Disbursement Detail Report”): August 2021, including General Fund Checks (2995–3068) in the amount of \$62,208.54, Online Debit Charges in the amount of \$57,847.26, and Payroll Checks & Taxes in the amount of \$161,628.44, for a grand total of \$281,684.24 in expenditures.

c. **Other Action Items**

(1) A Lease for the Operation of a Café at the Batavia Public Library (Flyleaf Bakery Café LLC) (Standing Committee on Policy / Committee of the Whole)

(2) Roof Repair (NIR Roof Care Inc.) (Standing Committee on Facilities / Committee of the Whole)

(3) Telecommunications & Information Technology: New Telephone System (Telcom Innovations Group LLC) (Standing Committee on Facilities / Committee of the Whole)

(4) Telecommunications & Information Technology: Upgrade Network Switches (Webit Services Inc.) (Standing Committee on Facilities / Committee of the Whole)

(5) Architectural Services (Sheehan Nagle Hartray Architects Ltd.) (Standing Committee on Facilities / Committee of the Whole)

(6) Construction Management Services (Frederick Quinn Corporation / FQC Construction Management) (Standing Committee on Facilities)

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

For the next Committee of the Whole meeting, Trustee Culotta requested an inventory of minutes that are not yet approved.

6. **Approve the Agenda**

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

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

7. **Financial Reports: August 2021**

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

H. Joseph McKane, the Library’s Finance Specialist, explained the purpose (and presented an overview) of the two different Working Budget reports.

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

8. **President’s Report**

- **Retreat for Trustee Orientation, Education, and Planning** (24 August 2021): Trustee Russo expressed the Trustees’ appreciation to the Director and Leadership Team for their great work in planning and preparing for the retreat. Everyone’s positive spirit was evident in the presentations.  
  
Trustee Russo encouraged Trustees to complete the post-retreat survey, which was distributed via email, and expressed his appreciation for their input.
- **Recognition as a Library Leader:** Trustee Russo congratulated Jo Ann Smith for receiving “Recognition as a Library Leader.”
- **Friends of the Batavia Public Library:** Trustee Russo congratulated Nick Caltagirone for his election as the new president of the Friends Board.
- **Banned Books Week:** Trustee Russo acknowledged the Library’s celebration of the Freedom to Read by its participation in Banned Books Week (September 26–October 2), which is sponsored each year by the American Library Association (ALA) Office for Intellectual Freedom. The 2021 theme is “Books Unite Us. Censorship Divides Us.” He observed that the Library never fails to have an interesting display of books each year in honor of Banned Books Week.

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

Trustee Ford arrived at 6:16 p.m.

**Annual Coat Drive:** Trustee Larson reported that the Library is once again a collection point for the Batavia Mothers' Club Foundations' Annual Coat Drive.

**Reception for Library Leader** (19 September 2021): Trustee Culotta gave kudos to Director Scheetz and the team that organized the reception for Jo Ann Smith, who received Recognition as a Library Leader.

Trustee Larson praised the beautiful calligraphy in the Book of Library Leaders. Director Scheetz noted that a staff member's mother was responsible for the calligraphy.

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.

Director Scheetz called the Trustees' attention to the article (in the Director's Report) on "The Barry H. Thorpe / Batavia Public Library Collection of Phonograph Records." He expressed his pride in the Library's role in preserving and enabling the digitization of some 48,000 phonograph records—a treasure trove of music and cultural heritage—which otherwise would have been lost.

Trustee Russo recognized the Library's timely programs for teens (from the Librarians' Reports), which are focused on college, including but not limited to the testing, applications, cost, and financial aid.

12. **Annual Goal Plan for the Library Director for July 2021–June 2022** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda was to approve an Annual Goal Plan for the Library Director for July 2021–June 2022.

Trustee Russo, as chair of the Standing Committee on Policy, presented an overview of the Annual Goal Plan. In summary:—

**Competency A. Communications**

**Goal A-1. Standards for Illinois Public Libraries**

*Address perceived gaps in Batavia's progress in meeting each standard for Illinois public libraries and ensure that policy statements are available to Trustees, employees, and the community at large, as appropriate.*

**Objective (a) REVIEW OF STANDARDS**

*Address perceived gaps in Batavia's progress in meeting each standard for Illinois public libraries.*

**Objective (b) ACCESSIBILITY OF POLICY STATEMENT**

*Ensure that policy statements are available to Trustees, employees, and the community at large, as appropriate*

## **Change Management and Innovation**

### **Goal B-1. Succession Issues**

*Create a succession plan for key positions in the Library's personnel complement.*

### **Competency B. Leads through Influence**

[NO GOALS IN 2021–2022]

### **Competency C. Team Leadership and Development**

#### **Goal D-1. Visibility**

*Verify the Library Director's visibility among all employees.*

### **Competency D. Plans and Acts Strategically**

[NO GOALS IN 2021–2022]

### **Competency E. Executes for Results**

[NO GOALS IN 2021–2022]

Discussion followed.

The consensus of the Board supported the Annual Goal Plan, as presented.

Motion by Trustee Culotta to approve the Annual Goal Plan for the Library Director for July 2021–June 2022, 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; Trustee Russo, aye. The motion carried, 7–0.

## 13. **Concrete Repair Consulting Services** (Building Technology Consultants Inc.; Proposal No. 21–P870) (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda was to approve a proposal from Building Technology Consultants Inc. for “Concrete Repair Consulting Services” (Proposal No. 21–P870).

Director Scheetz noted that the basis for the proposed project is the “Capital Asset Study” (adopted 19 March 2019) and the Annual Schedule of Capital Projects, which is derived from the Capital Asset Study. Further, the project is related to Speak Up! Recommendation 3–2, “Maintain the community’s investment in the Library building and site by systematically planning to address long-term maintenance needs.”

Trustee Deitchman, as chair of the Standing Committee on Facilities, presented an overview of project’s scope, which involves identifying the following elements in need of repair.

- Performing concrete patch repairs at stairs as necessary.
- Replacing concrete sidewalk sections as necessary.
- Replacing deteriorated curb sections in conjunction with other concrete work.
- Injecting cracks in concrete retaining walls with a hydrophobic chemical grout.
- Replacing site lighting fixtures and other miscellaneous site elements [such as bike racks] as they reach the end of their useful life.

Trustee Deitchman confirmed the need for such a project and reported that he personally walked the grounds and reviewed the existing concrete elements. Discussion followed.

The consensus of the Board supported the proposal from Building Technology Consultants Inc.

As a side note, Trustee Deitchman mentioned (for further consideration in relation to the Kane County Bike-Share System) the availability of solar-powered racks for electric bicycles.

Motion by Trustee Deitchman to approve a proposal for “Concrete Repair Consulting Services” (Proposal No. 21–P870) from Building Technology Consultants Inc., of Arlington Heights, Illinois, in the amount of \$9,500 (on a lump sum basis) for design and bidding assistance, and an estimated \$10,000 for construction phase services, plus reimbursable expenses, as presented. Seconded by Trustee Fasano. 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.

14. **Telephone System Consulting Services, Phase 2: Implementation & Project Management Services** (ClientFirst Consulting Group LLC) (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to approve a proposal for “Telephone System Consulting Services, Phase 2: Implementation & Project Management Services” from ClientFirst Technology Consulting / ClientFirst Consulting Group LLC.

Director Scheetz stated that the Board of Library Trustees approved a proposal in November 2020 for Phase 1 services from ClientFirst Technology Consulting for a New Telephone System and (at that time) deferred consideration of Phase 2 services.

The proposal for Phase 2 services from Thomas Weiman, practice leader / project manager, ClientFirst Technology Consulting, provides the high level of knowledge, experience, and professional acumen required to allow the Library to complete its New Telephone System project in an efficient, cost-effective, and timely manner. Discussion followed.

In response to a question from Trustee Fasano, discussion followed on the project schedule.

The consensus of the Board supported the proposal for Phase 2 services from ClientFirst Consulting Group LLC.

Motion by Trustee Deitchman to approve a proposal for “Telephone System Consulting Services, Phase 2: Implementation & Project Management Services” from ClientFirst Technology Consulting / ClientFirst Consulting Group LLC, of Schaumburg, Illinois, in an amount not to exceed \$18,915.00, as presented. 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.

15. **Future Agenda Items**

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

16. **Next Meetings or Events**

- a. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- b. ***Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room***
- c. *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.*

- d. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- e. *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*
- f. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- h. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- i. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- j. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- l. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- m. *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.]*
- n. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*
- o. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- p. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- q. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
- r. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- s. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- t. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- u. *Christmas Eve (Observed), Thursday, 23 December 2021, Library Open*
- v. *Christmas (Observed) | Christmas Eve, Friday, 24 December 2021, Library Closed*

w. *Christmas, Saturday, 25 December 2021, Library Closed [F]*

x. *Sunday after Christmas, Sunday, 26 December 2021, Library Closed per “Policy on Holidays”*

17. **Adjournment**

Motion by Trustee Culotta to adjourn the meeting. Seconded by Trustee Hubbard. 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 adjourned at 6:42 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary