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## MINUTES

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

#### *Committee of the Whole Meeting*

Thursday • 7 October 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

#### 1. Call to Order

Trustee Russo called the meeting of the Committee of the Whole Meeting to order at 6:00 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:** Jennifer M. Culotta, Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, Kathryn L. Hubbard (arrived at 6:03 p.m.), Elizabeth P. Larson, and Daniel R. Russo

**Committee Members Absent:** None

**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, Stephanie L. Peterson, 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 Fasano. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 6–0, with one member absent.

5. **Minutes**

Trustee Hubbard arrived at 6:03 p.m.

a. **Approve the Minutes**

Trustee Russo stated that consideration of the minutes for Thursday, 9 September 2021, was deferred to a future meeting at the request of Director Scheetz.

Director Scheetz reported that Attorney Roger A. Ritzman, the Library’s general counsel, advised that each committee, such as the Committee of the Whole and individual standing committees, is considered a separate “public body” (or subsidiary public body), and each public body should approve its own sets of minutes.

As an example, the Board of Library Trustees, meeting in a legislative capacity (at a regular or a special meeting) should not approve the minutes for the Committee of the Whole, which (even though it is composed of the Board of Library Trustees in its entirety) meets in a deliberative capacity and is considered a separate public body.

Director Scheetz stated that (according to Attorney Ritzman) this was true even for standing committees that may meet infrequently and ad hoc committees that only meet biennially, such as the Special Committee on Nominations or the Special Committee on Recognition as a Library Leader.

Trustee Russo stated that consideration of the minutes for the Regular Meeting on Tuesday, 17 August 2021, was deferred to the next Regular Meeting of the Board of Library Trustees.

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

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

Motion by Trustee Deitchman to approve the minutes 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.

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

~~(3) Committee of the Whole Meeting, Thursday, 9 September 2021 — DEFERRED~~

b. **An Inventory of Minutes**

Trustee Russo stated that the purpose of this agenda item was to review an inventory of minutes pending approval.

Director Scheetz presented an inventory of (and action plan for) those sets of minutes that are pending approval by the Board of Library Trustees or the appropriate subsidiary body, a copy of which was included in the Committee packet. A lively discussion ensued.

The consensus of the Committee of the Whole was to incorporate (insofar as possible) a timeline and/or tentative dates for approval in the inventory.

Director Scheetz noted that the Library retains on its Web site (for the Board of Library Trustees and its subsidiary bodies, including the Committee of the Whole) meeting agendas and sets of minutes for two complete fiscal years plus the current fiscal year.

6. **An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2021–2022** (ORDINANCE 2021–007) (Standing Committee on Finance)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve an additional, special purpose tax of 0.02% for buildings and equipment for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

Director Scheetz summarized his report, which was included in the Committee packet.

He noted that the purpose of this Ordinance is to adopt an additional, special purpose tax of 0.02% for buildings and equipment for library purposes, and maintenance, repairs, and alterations of library buildings and equipment. According to the Illinois Compiled Statutes, “In any year in which the board proposes to levy the additional 0.02% tax, the board shall adopt an ordinance determining to levy the tax.”

Director Scheetz stated that, for many years, the Library, as an informal goal, has sought to maintain a balance of at least \$250,000 in this fund in anticipation of unanticipated and/or catastrophic events. He expressed support for that goal. Discussion followed.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve “An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois for the Fiscal Year 2021–2022,” 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.

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

7. **A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy** (RESOLUTION 2021-010) (Standing Committee on Finance)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve “A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy.”

Director Scheetz summarized his report, which was included in the Committee packet.

He noted that “The Truth in Taxation Act” [35 ILCS 200 / 18-55 et seq.], requires the Batavia Public Library District to determine the amount of money estimated to be necessary to be raised by the tax levy for each year (“levy”) upon the taxable property in the Library District, not less than twenty (20) days prior to the adoption of the levy.

He explained that the purpose of this Law is to require taxing districts to disclose by publication and to hold a public hearing on their intention to adopt an aggregate levy in amounts more than 105% of the amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the final aggregate levy of the preceding year. Discussion followed.

Motion by Trustee Hubbard to recommend that the Board of Library Trustees approve “A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy,” 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; Trustee Russo, aye. The motion carried, 7-0.

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

8. **Insurance Policies (business Package, Automobile, Commercial Liability Umbrella, Workers Compensation)** (Cook & Kocher Insurance Group Inc.) (Standing Committee on Finance)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal for insurance policies (business package, automobile, commercial liability umbrella, workers compensation).

Director Scheetz stated that the Library’s current providers (since 2017) are Utica National Insurance Group and The Travelers Companies / Cook & Kocher Insurance Group Inc., of Park Ridge, Illinois. He noted that, typically every 2-3 years, the Standing Committee on Finance reviews the Library’s insurance coverage or rates.

Director Scheetz reported that the Library did not solicit proposals for the Library’s insurance policies in 2021, primarily due to the loss ratio on the account (currently at 128.6%), as well as reports of higher renewal rates experienced by the consortium, Libraries of Illinois Risk Agency (LIRA).

He noted that H. Joseph McKane, as the Library Accountant / Finance Specialist, has recommended that the Board of Library Trustees approve the newly proposed rates from Cook & Kocher Insurance Group Inc., of Park Ridge, Illinois, in the amount of \$25,024, and he expressed support for that recommendation, which reflects an increase of \$1,043 (4.3%) over the current rates. Discussion followed.

In response to a question from Trustee Deitchman, discussion followed on coverage for fine art.

Motion by Trustee Fasano to recommend that the Board of Library Trustees approve the proposal from the Cook & Kocher Insurance Group Inc., of Park Ridge, Illinois, in the amount of \$25,024, 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; Trustee Russo, aye. The motion carried, 7–0.

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

9. **Snow-Removal Services** (Kozak Custom Landscapes Inc.) (Standing Committee on Facilities)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Kozak Custom Landscapes Inc., of Batavia, Illinois, for snow-removal services for the 2021–2022 season.

Director Scheetz noted that Section 4–B of the “Policy on Purchasing and Authority to Spend” on “Maintenance / Service Contracts” provides that such contracts shall be reviewed “in a three-year cycle or more frequently as circumstances dictate.” Section 4–A provides that all “such contracts, when first proposed, . . . require the approval of the Library Board.” The Board has not reviewed the snow-removal contract for several years.

Director Scheetz reported that Kathy A. Moecher, the Library’s Facilities Services Manager, solicited competitive quotations for snow-removal services for 2021–2022 and received three proposals.

The proposals were evaluated on two key elements; that is, cost and responsiveness. In order to evaluate the cost of snow-removal services in a relatively objective manner, a methodology was developed in 2010 by the Library Director to review the proposals based on several snowfall scenarios (events of 1½; 2½; 3½; 4½; and 6½ inches).

The most complete proposal was submitted by Kozak Custom Landscapes Inc., which included a comprehensive rate schedule, including rates for snow removal from drive lanes during a storm. In addition, Kozak Custom Landscapes Inc. included provisions for repairing damage to turf and other property, which services did not appear in the other two proposals.

Kozak Custom Landscapes Inc. has provided snow-removal services for the past five seasons (2016–2017 through 2020–2021).

Director Scheetz recommended that the Committee accept the proposal from Kozak Custom Landscapes Inc. for the following reasons:—

- The proposal from Kozak Custom Landscapes Inc. is more complete, and thus more responsive, than the other two proposals.
- The proposal from Kozak Custom Landscapes Inc. offers the apparent lowest overall cost, based on the snowfall scenarios.
- The proposal from Kozak Custom Landscapes Inc. offers special, lower rates for snow removal from drive lanes during a storm, including salt application. Such a special, lower rate was not offered by the other two contractors.
- Kozak Custom Landscapes offers provisions for repairing damage to turf and other property, which services did not appear in the other two proposals

Discussion followed.

In response to a question from Trustee Deitchman, discussion followed on the quality of service provided by Kozak Custom Landscapes Inc.

In response to a question from Trustee Russo, discussion followed on snow removal from drive lanes during a storm.

The consensus of the Committee of the Whole supported the proposal for snow-removal services from Kozak Custom Landscapes Inc.

Motion by Trustee Deitchman to recommend that the Board of Library Trustees approve a proposal from Kozak Custom Landscapes Inc., of Batavia, Illinois, for snow-removal services for the 2021–2022 season, 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.

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

10. **Policy on 3D Printing** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to provide the Batavia community with access to new technology in the form of a 3D printer and recommend that the Board of Library Trustees approve a new “Policy on 3D Printing.”

At Director Scheetz’s request, Stacey L. Peterson, the Library’s Adult Services Manager, presented an overview of the new service and the proposed “Policy on 3D Printing,” which was based, in part, on the specifications of the Replicator+, a 3D printer from MakerBot Industries LLC (“MakerBot Replicator+”). A lively discussion ensued.

In response to a question from Trustee Deitchman, discussion followed on filament.

In response to a question from Trustee Fasano, discussion followed on the perceived need for a 3D printing service and the level of community interest in such a service.

In response to a question from Trustee Deitchman, discussion followed on the timeline for launching the new 3D printing service.

In response to a question from Trustee Ford, discussion followed on the process for designing projects.

Trustee Russo was excited that patrons will experience another new technology at Batavia Public Library.

The consensus of the Committee of the Whole supported the proposed “Policy on 3D Printing.”

Motion by Trustee Russo to recommend that the Board of Library Trustees approve a “Policy on 3D Printing,” 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.

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

11. **Standards for Illinois Public Libraries: Review of Standards** (Progress Report 1) (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was described in Action Steps (1) to (3) for Goal A–1 of the Annual Goal Plan for the Library Director (2021–2022); namely:—

Action Steps

- (1) Identify each instance in which the Library’s progress in meeting each standard, in whole or part, was described as anything other than “OK.”
- (2) Compile such instances into Progress Report 1 and present to the Committee of the Whole.
- (3) **Progress Report 1**—Committee of the Whole on Thursday, 7 October 2021 (report only)
- (4) Work with appropriate members of the Leadership Team to determine and recommend, for each instance, whether a policy statement (or other solution) is appropriate and/or necessary.
- (5) Compile such recommendations into Progress Report 2 for review and discussion by and further direction from the Committee of the Whole.
- (6) **Progress Report 2**— Committee of the Whole on Thursday, 4 November 2021 (discussion item; further direction required)

Director Scheetz presented Progress Report 1, a copy of which was included in the Committee packet.

He noted that this process satisfies the requirement for the FY2022 Illinois Public Library Per Capita Grant application, in which (once again) public libraries were required to review and report on progress in meeting *Serving Our Public 4.0: Standards for Illinois Public Libraries* (2020; © 2019) in its entirety.

Trustee Russo remarked that the Trustees looked forward to Progress Report 2 in November.

12. **Annual Financial Report for the Year Ended 30 June 2021 (Independent Auditor’s Report and Financial Statements)** (Standing Committee on Finance)

Director Scheetz reported that the auditors were scheduled to deliver their report after the date of the Committee meeting. As a result, the Independent Auditor’s Report was not available for Committee review and would be included in the Board packet. Discussion followed.

13. **Comments from the Committee of the Whole**

**Architectural Services:** In response to a question from Trustee Deitchman, discussion followed on contract negotiations with Sheehan Nagle Hartray Architects Ltd.

Director Scheetz requested approval to place the contract for architectural services on the regular agenda for the Board of Library Trustees meeting on Tuesday, 19 October 2021. Discussion followed.

By consensus, the Trustees supported adding the contract for architectural services to the October agenda.

Trustee Culotta left the meeting at 6:59 p.m.

**Flyleaf Bakery Café:** In response to a comment by Trustee Larson, discussion followed on the transition plans and opening schedule for the Flyleaf Bakery Café.

**Library Tour:** Director Scheetz presented an overview of the delightful visit by State Senator Karina Villa (25th District) on Friday, 1 October 2021, who had requested a tour of the Library.

The Leadership Team participated in the tour, which covered the entire facility, including the public areas and the staff areas. As an unexpected surprise, former Board President Jo Ann Smith happened to visit the Library at the same time and had a pleasant discussion with Senator Villa.

### **Friends of the Batavia Public Library**

- Trustee Ford announced that the Book Sale in the FriendSpace on Saturday, 11 September 2021, was a modest success.
- Trustee Ford reported that the next Book Sale is scheduled for Saturday, 9 October 2021, and the Friends Board plans to participate in BatFest on Saturday, 30 October 2021.

## 14. **Future Agenda Items**

In the absence of separate committee meetings, this report is 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.*

- Architectural Services (October 2021)
- Annual Schedule of Capital Projects (November 2021)
- Independent Technology Audit
- Technology Plan
- Walk the Property
- 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 (November 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.*

- Technology Advisory Group (TAG)
- 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.*

- Minimum Wage Law: Transition Plan for Year 4 (November 2022)
- 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
- 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)
- Personnel Complement Detail and Authorized Personnel Strength (June 2022)

15. **Next Meetings or Events**

- a. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- b. *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*
- c. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- d. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- f. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- h. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- i. *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.]*
- j. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

- l. Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- m. Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
- n. Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- o. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- p. **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 Fasano to adjourn the meeting. Seconded by Trustee Hubbard. Roll Call: Deitchman, aye; Trustee Fasano, 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 meeting adjourned at 7:08 p.m.

Respectfully submitted,

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Daniel R. Russo  
President

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Marianne E. Fasano  
Secretary