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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 November 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Russo called the Regular Meeting to order at 6:07 p.m. and read the following statement.

Statement by the Board President: 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**

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, Marianne E. Fasano, Christy L. Ford, Elizabeth P. Larson, and Daniel R. Russo

Trustees Absent: Kathryn L. Hubbard

Staff Members Present (or Registered) via Electronic Means: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kerry K. Halter, Patricia A. Leonard, 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.

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

a. **Minutes**

- (1) Regular Meeting, Tuesday, 19 October 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): October 2021, including General Fund Checks (3185–3265) in the amount of \$125,377.74, Online Debit Charges in the amount of \$46,805.81, and Payroll Checks & Taxes in the amount of \$161,372.30, for a grand total of \$333,555.85 in expenditures.

c. **Other Action Items**

- (1) An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2021–2022 (Tax Year 2021) (ORDINANCE 2021–008) (Standing Committee on Finance / Committee of the Whole)
- (2) A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2021–2022 Illinois Public Library Per Capita Grant (Illinois State Library) (RESOLUTION 2021–012) (Standing Committee on Finance / Committee of the Whole)
- (3) Illinois Libraries Present: An Intergovernmental Agreement for Joint Purchasing of Library Programs, Events, and Services (Standing Committee on Policy / Committee of the Whole)
- (4) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary / Committee of the Whole)
- (5) RATIFY “Replace Variable-Frequency Drives for Air-Handling Units (General Refrigeration Service LLC doing business as General Mechanical Services)” (Standing Committee on Facilities)

6. **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 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.

7. **Board Education:** “Reading Financial Reports,” presented by Trustee Jennifer M. Culotta

Trustee Culotta, who serves as Board Treasurer, is a certified public accountant and a partner in the Chicago office of Plante & Moran PLLC. She presented a broad overview of the Library’s financial reports, including expenditures (“Cash Disbursement Detail Report”), Working Budget, and Cash & Investments, as found in the Board packet for each Regular Meeting. Discussion followed.

Trustee Culotta gave kudos to H. Joseph McKane, the Library’s Finance Specialist, for keeping the Trustees well informed and highlighting unique items that may occur during the course of a month.

8. **Financial Reports:** October 2021

- 2021–2022 Working Budget
- 2021–2022 Cash & Investments

H. Joseph McKane, the Library’s Finance Specialist, asked whether there were any questions regarding the financial reports, which were included in the Board packet. There were none.

9. **President’s Report**

- **Official Representative to Batavia Access Television (BATV):** Trustee Russo announced that Patricia A. Leonard, the Library’s Promotional Services Manager, was stepping down as the official representative to BATV. Trustee Russo asked that any Trustee who was interested in filling this position should contact him.

Trustee Russo expressed the Board’s appreciation to Leonard for her service (on behalf of the Library) as official representative to and member of the BATV Board.

- **Wish List:** Trustee Russo reported that Director Scheetz presented the Library’s annual “Request for Support” to the Friends Board on Tuesday, 2 November 2021. The Friends Board approved all the items on the Wish List in the amount of \$13,091.28. (In addition, the Friends Board will reimburse the Library \$819.00 for air purifiers / filters that were purchased for the *FriendSpace*.)
- **Flyleaf Bakery and Café:** Trustee Russo announced that Flyleaf Bakery Café is now open. He wished the owners—Anne K. Fabing and Colleen C. Fabing—success in their new endeavor.
- **Board of Library Trustees:** Trustee Russo stated that this evening’s meeting is the last of the calendar year. He expressed his appreciation to his colleagues on the Library Board, the Library’s employees, and members of the community for their great support of Batavia Public Library.
Thank you!

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

Flyleaf Bakery Café: Following up on Trustee Russo’s announcement, Trustee Larson was happy to report that she had visited the new café on two occasions and had a good experience.

Batavia Festival of Lights: Trustee Larson reported that she was scheduled to participate in the Library’s annual Holiday Storytime at Batavia’s Festival of Lights on Sunday, 28 November 2021.

The Batavian: Director Scheetz reported that *Neighbors of Batavia* ceased publication with its November / December issue. The Library is now participating in a new bimonthly community magazine, *The Batavian*, published by Shaw Media in collaboration with the City of Batavia, Batavia School District 101, Batavia Park District, and the Library. Similar in nature to its predecessor, *The Batavian* will serve as the Library's program guide.

Book Sale Corner: Trustee Ford announced that the Friends of the Batavia Public Library once again will have a display of special books in December for discerning holiday shoppers.

In addition, she reported that the annual Vintage Book Sale and a special bag sale are scheduled for Saturday, 11 December 2021.

11. **Correspondence and Communications**

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports:** October 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.

Trustee Russo gave kudos to the Library's collaborative efforts with other local agencies.

Trustee Russo expressed his excitement about the Library's new 3D printer, which is scheduled to debut in December.

13. **Future Agenda Items**

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

14. **Next Meetings or Events**

a. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*

b. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*

c. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*

d. ~~*Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*~~ — CANCELLED

e. ~~*Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means*~~ — CANCELLED

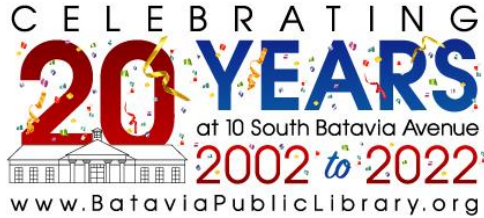
f. *Christmas Eve (Observed), Thursday, 23 December 2021, Library Open*

g. *Christmas (Observed) | Christmas Eve, Friday, 24 December 2021, Library Closed*

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

i. *Sunday after Christmas, Sunday, 26 December 2021, Library Closed per "Policy on Holidays"*

- j. *New Year's Eve (Observed), Thursday, 30 December 2021, Library Open*
- k. *New Year's Day (Observed) | New Year's Eve, Friday, 31 December 2021, Library Closed*
- l. *New Year's Day, Saturday, 1 January 2022, Library Closed [F]*
- m. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2022, Library Open [F]*
- n. *ALA Midwinter Meeting (San Antonio), Friday–Tuesday, 21–25 January 2022*



- o. {NEW} *20 Years at 10 South Batavia Avenue (27 January 2002–2022), Thursday, 27 January 2022 — anniversary of the grand opening*

15. **Adjournment**

Motion by Trustee Fasano to adjourn the meeting. Seconded by Trustee Ford. 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.

Trustee Russo declared the Regular Meeting adjourned at 6:49 p.m.

Respectfully submitted,

Daniel R. Russo
 President

Marianne E. Fasano
 Secretary