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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 15 February 2022

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Russo called the Regular Meeting to order at 6:00 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 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, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present via Electronic Means: Donald J. McKay, Principal, and Amy Schmieding, Associate, Sheehan Nagle Hartray Architects Ltd.

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 Russo to approve the consent agenda, to include the following items:—

a. **Minutes**

- (1) Regular Meeting, Tuesday, 18 January 2022

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): January 2022, including General Fund Checks (3408–3489) in the amount of \$106,462.86, Online Debit Charges in the amount of \$43,731.99, and Payroll Checks & Taxes in the amount of \$156,244.16, for a grand total of \$306,439.01 in expenditures.

c. **Other Action Items**

- (1) A Resolution Amending the Library’s 457 Prototype Plan to Include Roth Accounts and Accept Roth Contributions (Old Second Wealth Management | Old Second National Bank): RESOLUTION 2022–001 (Standing Committee on Policy / Committee of the Whole)
- (2) A Resolution Adopting the “Code of Ethics of the American Library Association”: RESOLUTION 2022–002 (Standing Committee on Policy / Committee of the Whole)
- (3) A Resolution Adopting the “Public Library Trustee Ethics Statement”: RESOLUTION 2022–003 (Standing Committee on Policy / Committee of the Whole)
- (4) Voluntary Employee Benefits (Global Life Liberty National Division | Globe Life Inc.) (Standing Committee on Policy / Committee of the Whole)

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.

Trustee Russo called the Trustees’ attention to the “Code of Ethics of the American Library Association,” which was approved as part of the Consent Agenda. He read the “Code of Ethics” into the record.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the

work of librarians, other professionals providing information services, library trustees[,] and library [employees].

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired[,] or transmitted.*
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.*
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.*
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.*
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.*
- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.*

6. Approve the Agenda

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

Motion by Trustee Russo to approve the agenda, as presented. Seconded by Trustee Larson. 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. **Financial Reports:** January 2022

- 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.

8. **Progress Report:** Architectural Services: Master Plan and Concept Design, presented by Donald J. McKay, Principal, and Amy Schmieding, Associate, Sheehan Nagle Hartray Architects Ltd.

Director Scheetz introduced Donald J. McKay, Principal, and Amy Schmieding, Associate, Sheehan Nagle Hartray Architects Ltd., who presented a progress report (with slides) on the Master Plan and Concept Design for the Batavia Public Library.

The presentation focused on design options for several key areas of the facility, using the original Master Plan (2009) and preliminary input from the Leadership Team as the basis for the project.

A lively discussion ensued on a variety of topics, including but not limited to...

- Location of suite of offices and workroom for Administration Services (to make room for expanded workrooms for Adult Services and Circulation Services);
- Ease of public access to Administration Services (and the Business Office);
- Location of Teen Area;
- Location of MakerSpace Area(s);
- Location of New Study Rooms;
- Space allocation for Public Use versus Staff Use and the effect on collections and services; and
- Use of Shelled Space.

Next Steps

- Distribute presentation slides to Trustees and Leadership Team members
- Gather comments from Trustees and Leadership Team members by Monday, 28 February 2022

The Trustees expressed their appreciation to McKay and Schmieding for their insightful presentation.

Trustee Russo observed that the architects have done a wonderful job of making the Board of Library Trustees aware of the complexity of the project.

McKay and Schmieding left the meeting at 7:11 p.m.

9. **President’s Report**

The was no special report from the President.

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

There were no additional comments from the Board.

11. **Correspondence and Communications**

There were no additional items of correspondence and communications.

12. **Director's and Librarians' Reports: January 2022**

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.

13. **Flyleaf Bakery Café** (Standing Committee on Policy / Committee of the Whole)

Trustee Russo stated that the purpose of this agenda item was to make permanent a temporary waiver of monthly rent for Flyleaf Bakery Café for January–February 2022.

Director Scheetz reported that, on 16 December 2021, the operators of Flyleaf Bakery Café stated (in correspondence) that their revenues were lower than projected and attributed the primary cause of this situation to a lower-than-anticipated number of programs and events sponsored by Batavia Public Library, as well as the ongoing closure of the Library's meeting rooms to outside groups, both a direct result of the pandemic.

As a result, the operators of Flyleaf Bakery Café requested that the Library waive its rent (\$500.00 per month) until such time as outside groups are once again allowed to meet at the Library.

Acting as a Committee of the Whole on Thursday, 6 January 2022, the Trustees, by consensus, authorized Director Scheetz to grant a temporary waiver of monthly rent to Flyleaf Bakery Café for January–February 2022, contingent on further negotiations.

Director Scheetz reported that, on Tuesday, 8 February 2022, he and Trustee Russo met with the operators of Flyleaf Bakery Café, who stated that business had improved substantially since December 2021, which they attributed in part to a post-holiday return to normalcy and in large measure to the Library's promotional efforts on behalf of the café. In summary:—

- The operators requested that the Board of Library Trustees make permanent the temporary waiver of rent for January–February 2022.
- The operators stated that were not seeking further concessions vis-à-vis monthly rent and would begin paying rent in March 2022.
- The operators stated that they planned to expand the café's hours, effective March 1, to 9:00 a.m. to 5:00 p.m., Monday to Saturday, an increase of 12 hours per week.

As a gesture of good faith, Trustee Russo and Director Scheetz recommend that the Board of Library Trustees grant a one-time, non-precedential waiver of rent (\$500.00 per month) to Flyleaf Bakery Café LLC for January–February 2022.

Motion by Trustee Culotta to waive the monthly rent for Flyleaf Bakery Café LLC for January–February 2022. Seconded by Trustee Larson. 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.

14. **Future Agenda Items**

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

15. **Next Meetings or Events**

- a. *Washington's Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 21 February 2022, Library Open [F]*
- b. *Casimir Pulaski's Birthday (Observed) (1st Monday in March), Monday, 7 March 2022, Library Open [I]*
- c. *Read Across America Day, Wednesday, 2 March 2022 — annual event on or near March 2, the birthday of Dr. Seuss*
- d. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 March 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- e. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 13 March 2022*
- f. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 March 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *Freedom of Information Day, Wednesday, 16 March 2022 — annual event on or near March 16, the birthday of James Madison (1751–1836), who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- h. *National Library Week (65th Annual Observance, 1958–2022, yet only the 64th anniversary), Sunday–Saturday, 3–9 April 2022 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2022 Theme: “Connect with Your Library”*
- i. *140th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2022), Monday, 4 April 2022*
- j. *141st Anniversary of the Batavia Public Library (5 April 1881–2022), Tuesday, 5 April 2022*
- k. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 April 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- l. *National Drop Everything and Read (D.E.A.R.) Day, Tuesday, 12 April 2022 — annual celebration on April 12, the birthday of Beverly Cleary (1916–2021) — who wrote about D.E.A.R. in Ramona Quimby, Age 8 — to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors now promote D.E.A.R. as a month-long event in April.]*
- m. *Good Friday, Friday, 15 April 2022, Library Open [I]*
- n. *Easter, Sunday, 17 April 2022, Library Closed*
- o. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 April 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***

- p. *Preservation Week (13th Annual Observance, 2010–2022), Sunday–Saturday, 24–30 April 2022 — launched by the Association for Library Collections & Technical Services (ALCTS) — now Core: ... — to celebrate collecting and preservation on the community level (&c.)*
- q. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day) (27th Annual Observance, 1996–2022), — Saturday, 30 April 2022 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- r. *Children’s Book Week (104th Annual Observance), Monday–Sunday, 2–8 May 2022 — “A great nation is a reading nation.”—Melcher*
- s. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means***

16. **Adjournment**

Motion by Trustee Deitchman to adjourn the meeting. 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.

Trustee Russo declared the Regular Meeting adjourned at 7:21 p.m.

Respectfully submitted,

Daniel R. Russo
President

Marianne E. Fasano
Secretary