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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 April 2019

1. **Call to Order**

President Deitchman called the regular meeting to order at 7:06 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Pledge of Allegiance to the Flag**

3. **Call the Roll**

Trustees Present: Jennifer M. Culotta (arrived at 7:08 p.m.), Andrew R. Deitchman, Katherine A. Garrett, Richard A. Henders, and Jo Ann Smith

Trustees Absent: Diane L. Blodgett and Michael E. MacKenzie

Staff Members Present: Director George H. Scheetz, H. Joseph McKane, Kathy A. Moecher, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present: Barb Mabbs, camera operator, Batavia Access Television (BATV), Inc.; Elizabeth P. Larson; and Daniel R. Russo

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Deitchman read the consent agenda.

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

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

a. **Minutes:**—

- (1) Regular Meeting, Tuesday, 19 March 2019

b. **Expenditures:**—

- (1) Expenditures (“Cash Disbursement Detail Report”): March 2019, including General Fund Checks (725345–725440) in the amount of \$105,076.89, Online Debit Charges in the amount of \$10,889.63, and Payroll Checks & Taxes in the amount of \$147,463.11, for a grand total of \$263,429.63 in expenditures.

c. **Other Action Items:**—

- (1) An Ordinance Transferring Accumulated Interest from the Bond & Interest Fund (Fund 24) to the Library Fund (Fund 10) (Standing Committee on Finance): ORDINANCE 2019–001
- (2) An Ordinance Closing Out the Bond & Interest Fund (Fund 24) and Transferring the Balance of the Bond & Interest Fund (Fund 24) to the Special Reserve Fund (Fund 22) (Standing Committee on Finance) ORDINANCE 2019–002
- (3) Group Medical Insurance (Standing Committee on Finance)
- (4) New Accounting Software (Abila™ MIP® Fund Accounting / Community Brands HoldCo LLC) (Standing Committee on Finance)
- (5) Employee Engagement Survey (HR Source) (Standing Committee on Services)
- (6) Technology Plan for 2019–2022 (Standing Committee on Facilities)

Seconded by Trustee Garrett. Roll Call: Deitchman, aye; Garrett, aye; Henders, aye; Smith, aye. The motion carried, 4–0, with three members absent.

6. **Approve the Agenda**

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

Motion by Trustee Garrett to approve the agenda, as presented. Seconded by Trustee Henders. All: Aye. The motion carried.

7. **A Resolution Recognizing and Honoring Daniel R. Russo as a Library Leader** (Standing Committee on Outreach) RESOLUTION 2019–001

Trustee Deitchman stated that the purpose of this agenda item was to report on the work of the Standing Committee on Outreach (now incorporating the Special Committee on Library Leaders).

Trustee Henders was honored to announce the selection of Daniel R. Russo as a Library Leader.

Trustee Smith read the Resolution and presented Russo with an executed copy. Russo expressed his appreciation to the Board of Library Trustees.

Motion by Trustee Henders to approve “A Resolution Recognizing and Honoring Daniel R. Russo as a Library Leader” (Resolution 2019–001). Seconded by Trustee Smith. All: Aye. The motion carried.

Trustee Culotta arrived at 7:08 p.m.

8. **Board of Education** (Per Capita Grant): “Education”

- “Successful Libraries for Uncertain Times,” a WebJunction Webinar presented by George Needham, director, Delaware County [Ohio] Public Library (12 October 2016)

Discussion ensued.

9. **Financial Reports**

a. **Financial Reports:** March 2019

- 2018–2019 Working Budget
- 2018–2019 Statement of Revenue and Expenditures
- 2018–2019 Investment Report

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 no questions.

McKane expressed his appreciation to the Board for approval of the new accounting software.

10. **President’s Report**

Special Committee on Nominations: Trustee Deitchman reported that the biennial election of officers was scheduled for May. He appointed Trustees Culotta, Garrett, and Smith to serve on the Special Committee on Nominations.

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

Trustee Smith observed that the programs associated with One Book, One Batavia 2019 was, in her opinion, the best series of events in the history of One Book, One Batavia.

12. **Correspondence and Communications**

There were no items of correspondence and communications.

13. **Director’s and Librarians’ Reports:** March 2019

- **Statistical Reports**

The following monthly and year-to-date reports were in the Board packet: Circulation, Library Usage / Reciprocal Borrowing, and Acquisitions.

- **Other Highlights**

New Lyceum Lecture Series: Director Scheetz reported that the next event in this series, “Climate Change: What Can We Do About It?” presented by Raymond Wiggers, was scheduled for Tuesday, 4 June 2019, at 7:00 p.m.

There's an App for That: Director Scheetz noted that a preview of "An Appetite for Content," his next column for *Neighbors of Batavia* (May / June 2019), was included in his report.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Library's storytime as part of the 3rd Annual Egg Hop, sponsored by Batavia MainStreet; the Library's application for a RAILS Partnership Grant (in collaboration with Batavia School District 101) to better serve children with special needs; Battle of the Books, presented by Batavia School District 101; and Truck Tales, a collaborative program with the City of Batavia's Public Works Department.

In addition, she reported on plans for the Summer Reading Club, with the theme "It's Showtime at Your Library"; and announced that Born to Read celebrated its 10th anniversary in April.

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on the One Book, One Batavia; the Tournament of Books, which was won by *Love, Hate & Other Filters* by Batavia's own Samira Ahmed; and the Teen Job and Volunteering Fair.

In addition, she reported on a new deposit collection for adults at Batavia Apartments and the Library's participation in Preservation Week activities.

14. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** Trustee Smith presented a brief report on the work of the Standing Committee on Facilities, the packet for which was distributed to the Board.
- b. **Standing Committee on Finance:** Trustee Culotta presented a brief report on the work of the Standing Committee on Finance, the packet for which was distributed to the Board.
- c. **Standing Committee on Outreach:** There was no meeting in March.
- d. **Standing Committee on Services:** Trustee Deitchman presented a brief report on the work of the Standing Committee on Services, the packet for which was distributed to the Board.

Trustee Deitchman noted that an updated version of the Strategic Plan, which now includes the Speak Up! Recommendations, was included in the Board packet.

Trustee Culotta gave kudos to Lisa M. Moore, the Library's Human Resources Manager, for her work on the Employee Engagement Survey.

- e. **Batavia Public Library Foundation:** There was no meeting in March.
- f. **Friends of the Batavia Public Library:** Trustee Smith presented a brief report on the work of the Friends of the Batavia Public Library.
- g. **Batavia Access Television (BATV):** Trustee Henders presented a brief report on the work of BATV.

15. **Future Agenda Items**

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

16. **Next Meetings or Events**

- a. *Good Friday, Friday, 19 April 2019, Library Open [I]*
- b. *Easter, Sunday, 21 April 2019, Library Closed*
- c. *Día = El día de los niños / El día de los libros (Children's Day / Book Day), Tuesday, 30 April 2019 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- d. *Children's Book Week (101st Annual Observance), Monday–Sunday, 29 April–5 May 2019 — “A great nation is a reading nation.”—Melcher [Note: Now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 May 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- f. ~~*3rd Annual Loyalty Day Community Picnic (sponsored by Batavia Overseas Post 1197, VFW) (1st Sunday in May), Sunday, 5 May 2019 — CANCELLED*~~
- g. *Sunday before Memorial Day, Sunday, 26 May 2019, Library Closed*
- h. *Memorial Day (last Monday in May), Monday, 27 May 2019, Library Closed [F]*
- i. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 2 June 2019*
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 June 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- k. *ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*
- l. *Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- m. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- n. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
- o. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- p. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- q. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- r. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*

- s. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- t. *Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

17. **Adjournment**

Motion by Trustee Smith to adjourn the meeting. Seconded by Trustee Garrett. All: Aye. The motion carried.

Trustee Deitchman declared the regular meeting of the Board of Library Trustees adjourned at 7:47 p.m.

Respectfully submitted,

Andrew R. Deitchman
President

Jo Ann Smith
Secretary