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MINUTES

Standing Committee on Finance • Board of Trustees • Batavia Public Library District
and

Standing Committee on Services • Board of Trustees • Batavia Public Library District

Special Meeting in Joint Session

Tuesday • 7 September 2010

1. **Call to Order**

a. **Standing Committee on Finance** (Trustee Sullivan)

Trustee Sullivan called the meeting of the Standing Committee on Finance to order at 6:16 p.m.

b. **Standing Committee on Services** (Trustee Gibson)

Trustee Gibson called the meeting of the Standing Committee on Services to order at 6:16 p.m.

The special meetings of the Standing Committee on Finance and the Standing Committee on Services continued in joint session. Trustee Sullivan was in the chair.

2. **Call the Roll**

Committee Members Present:

For the Standing Committee on Finance: Douglas S. Sullivan and J. Thomas Von Lunen

For the Standing Committee on Services: Russell E. Gibson, Maureen A. Jakubowski, and Douglas S. Sullivan

Committee Members Absent:

For the Standing Committee on Finance: James F. Trefil

For the Standing Committee on Services: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Business Manager Joy K. Ganster, Executive Assistant / Human Resources Specialist Lisa M. Moore, and Deputy Director Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

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

Motion by Trustee Gibson to approve the agenda, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

4. **Approve the Minutes**

Pursuant to advice from Attorney Roger A. Ritzman, each Committee voted on its own minutes.

a. **Standing Committee on Finance:** Special Meeting, Tuesday, 1 June 2010

Trustee Sullivan asked whether there were any changes to the minutes, copies of which were included in the Committee packet.

Motion by Trustee Sullivan to approve the minutes of the special meeting, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

b. **Standing Committee on Services:** Special Meeting, Tuesday, 3 August 2010

Trustee Gibson asked whether there were any changes to the minutes, copies of which were included in the Committee packet.

Motion by Trustee Jakubowski to approve the minutes of the special meeting, as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

5. **Bond Issues: 1998 and 1999**

Director Scheetz introduced the Library's financial consultant, Steve H. Larson, public finance advisor, Ehlers Inc., who made a presentation and responded to questions.

Equalized Assessed Valuation (EAV)

Larson distributed copies of a report on "Equalized Assessed Valuation (EAV) Projections and Operating Tax Projections" (2 September 2010).

He explained the key elements of his projections and noted that the Library's budget for the current fiscal year (2010–2011) was based on Tax Year 2009, which saw a negligible increase in the Library's operating revenue—only \$14,237.

Larson has projected an increase in operating revenue for Tax Year 2010—for the following fiscal year (2011–2012)—of \$86,728. Discussion followed.

Bond Issues: 1998 and 1999

Larson distributed a new memorandum on "Refunding of 1998 and 1999 Bonds" (7 September 2010), which included a suggested bond-sale timetable.

He explained the nature of his proposal, which was to keep (or maintain) the original General Obligation Library Bonds issued in 1998 and 1999 and issue refunding bonds, the proceeds of which would be used to abate (or refund) a portion of the annual levy for bonds each year until the bonds are paid off in 2018.

In response to a question from Trustee Gibson, discussion followed on the solution to realize interest cost savings for Library District taxpayers.

Larson stated that he needed direction from the Trustees in order to prepare the appropriate paperwork for the Board meeting on September 21.

Discussion followed on four possible options with which to realize the cost savings, as follows:

- Option 1—Savings over eight years, but greatest during the first three years
- Option 2—Savings (level) over eight years
- Option 3—Savings in the first year only
- Option 4—Savings (level) over the first three years

After a lengthy, lively discussion on Options 4, 2, and 1—no one supported Option 3—the consensus of the Committees in joint session favored Option 4.

Future Rate Increase

Larson suggested that the Trustees consider asking the voters for a rate increase in 2017, in anticipation of the bonds' retirement.

In response to a question from Director Scheetz, discussion followed on how to position the levy for a referendum.

Trustee Gibson noted that Option 4 would cause a higher tax rate in 2017.

Motion on Refunding of Bond Issues: 1998 and 1999

Motion by Trustee Von Lunen to recommend that the Board of Library Trustees issue refunding bonds in relation to the General Obligation Library Bonds issued in 1998 and 1999, based on Option 4, as presented in the report from Steve H. Larson, public finance advisor, Ehlers & Associates, Inc., of Lisle, Illinois, dated 7 September 2010. Seconded by Trustee Gibson. All: Aye. The motion carried.

Larson noted that the Ordinance would authorize the Board President, Board Treasurer, and Library Director to approve the bond sale.

Marketing

Director Scheetz observed that the Library should promote the tax abatement in the news media. Discussion followed.

6. **Payroll Services**

Director Scheetz presented an overview of his report, which was included in the Committee packet, in collaboration with Lisa M. Moore, the Library's Human Resources Specialist.

The Library's Human Resources Specialist solicited proposals from three vendors (not including its current provider) that specialize in payroll services, and received two proposals, from Paylocity, of Elk Grove Village, Illinois, and Paychex, of Naperville, Illinois.

Director Scheetz presented a recommendation for a proposed agreement with Paylocity, which would save the Library over \$2,900 per year in out-of-pocket expense.

In response to a question from Trustee Sullivan, discussion followed on the format and content of the Earnings Statements from Paylocity.

Motion by Trustee Jakubowski to recommend that the Board of Library Trustees approve the proposal from Paylocity, of Elk Grove Village, Illinois, effective October 2010, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

7. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

8. **Comments from the Committee**

There were no additional comments from either Committee.

9. **Next Meetings or Events**

- a. *Library Card Sign-Up Month, September 2010 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- b. *Sunday before Labor Day, Sunday, 5 September 2010, Library Closed*
- c. *Labor Day (1st Monday in September), Monday, 6 September 2010, Library Closed*
- d. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 12 September 2010*
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *~~Book Sale, Friday–Saturday, 24–25 2010 — sponsored by the Friends of the Batavia Public Library — CANCELLED~~*
- g. *Banned Books Week, Saturday–Saturday, 25 September–2 October 2010 [Note: An eight-day week!] — Celebrating the Freedom to Read (since 1982)*
- h. *New Lyceum Lecture Series, Monday, 27 September 2010, 7:00 p.m., Meeting Room A–B*
- i. *ILA Annual Conference (Chicago—Navy Pier), Tuesday–Friday, 28 September–1 October 2010*
- j. *Standing Committee on Services, Tuesday, 5 October 2010, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- k. *Standing Committee on Finance, Tuesday, 5 October 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- l. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2010, Library Open*
- m. *Teen Read Week™ (3rd week in October), Sunday–Saturday, 17–23 October 2010 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2010 Theme: Books with Beat @ your library®*
- n. *Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- o. *General Election Day (in even-numbered years, the first Tuesday after the first Monday in November) — Tuesday, 2 November 2010*

10. **Adjournment**

Motion by Trustee Gibson to adjourn the meeting. Seconded by Trustee Von Lunen. All: Aye.
The motion carried.

Trustee Sullivan declared the joint meeting adjourned at 7:38 p.m.

Respectfully submitted,

George H. Scheetz

Director