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## MINUTES

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

#### *Regular Meeting*

Tuesday • 18 October 2011

1. **Call to Order**

President Sullivan called the regular meeting to order at 7:00 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

President Sullivan appointed Trustee Von Lunen as Secretary pro tempore in the absence of Trustee Jakubowski.

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

3. **Call the Roll**

**Trustees Present:** Virginia C. Babcock, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

**Trustees Absent:** Randall E. Gibson, Maureen A. Jakubowski, and Edward F. Skahan

**Staff Members Present:** Director George H. Scheetz, Allison C. Blaetz, Laura A. Hensley, and James J. Klyczek

**Visitors Present:** Daniel A. Berg, partner, Sikich LLP; Chris Burken, Carly Burken, and Chloe Burken, representing the Batavia High School Cheer teams; and Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

Flippin' and Flyin' for Our Friends

Chloe and Carly Burken representing the Batavia High School Cheer teams, informed the Board that the Cheer teams planned to “flip and fly” to benefit the Vocational Transition Program at Batavia High School, part of the Special Education Department.

The goal is to raise \$5,000 to provide special education classrooms with iPads and applications to assist in the learning process.

To that end, the Board was invited to an Open House at Batavia High School on Wednesday, 2 November 2011, at 7:00 p.m., to see the Cheer teams “Flippin’ and Flyin’ for Our Friends.” Cash donations will be accepted at the door.

#### Introduction of New Staff Member

Director Scheetz introduced Allison C. Blaetz, the Library’s new Youth Services librarian.

### 5. **Financial Reports**

#### a. **Financial Reports: September 2011**

- 2011–2012 Working Budget
- 2011–2012 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2011–2012 Investment Report

Director Scheetz asked whether there were any questions regarding the financial reports. There were no questions.

#### b. **Annual Financial Report for the Year Ended 30 June 2011 (Independent Auditor’s Report and Financial Statements)**, presented by Daniel A. Berg, partner Sikich LLP

Trustee Sullivan introduced Daniel A. Berg, partner, Sikich LLP, to present the Independent Auditor’s Report and Financial Statements for 2010–2011.

Berg reported that Sikich presented an unqualified opinion—its highest level; that is, the best opinion possible—regarding the financial position of the Batavia Public Library District. He then highlighted several sections of the Annual Financial Report.

In response to a question from Director Scheetz (on behalf of Trustee Gibson) regarding a reference to “journal entry number 1” in the cover letter, Berg reported that that particular journal entry related to a large adjustment vis-à-vis the bonds.

In response to a question from Trustee Sullivan, Berg discussed (in more detail) the effect of the abatement (of bonds) on the financial reports.

Berg expressed gratitude to Ganster for her preparedness, thorough record-keeping, and cooperation. Trustee Sullivan expressed his appreciation to Berg for his detailed report.

Berg left the meeting at 7:12 p.m.

#### c. **A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy** (Standing Committee on Finance): RESOLUTION 2011–008

Director Scheetz reported as follows:—

*At its regular meeting on Tuesday, 18 January 2011, the Board of Library Trustees adopted “An Ordinance Abating the Tax hereto Levied for the Year 2010 to Pay the Principal of and Interest on General Obligation Library*

*Bonds, Series 1998, and General Obligation Library Bonds, Series 1999, of the Batavia Public Library District, Kane and DuPage Counties, Illinois” (Ordinance 2011–001). The effect of this Ordinance on the “Notice of Proposed Property Tax Increase for the Batavia Public Library District,” pursuant to “The Truth in Taxation Act,” is dramatic.*

*The format and particular language of the official notice, as required by “The Truth in Taxation Act,” disregards any subsequent (or future) abatements of property tax. Therefore, Section 3 of the Ordinance, which follows the format of the official notice, reports a 27.1149% increase in “estimated property taxes to be levied for debt service,” because the amount to be levied (\$710,144) is required to be compared to the amount “extended or abated” for 2010 (\$558,663.24) rather than the original amount levied for 2010 (\$705,169).*

*In other words, the Library is not allowed (by “The Truth in Taxation Act”) to compare the actual amount to be “extended or abated” for 2011 (\$555,699.99) to the actual amount “extended or abated” for 2010 (\$558,663.24), because the abatement will not take place until January 2012. According to Attorney Roger A. Ritzman, the Library is not allowed to include any additional language in the official notice beyond that specified in “The Truth in Taxation Act” without making the Annual Levy for Year 2011 null and void.*

*The actual change for “the property taxes extended or abated for debt service” will be a **decrease** of 0.5304% from Year 2010 to Year 2011.*

Motion by Trustee Von Lunen to approve “A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy” (Resolution 2011–008) as presented. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 4–0, with three members absent.

6. **Approve the Consent Agenda**

President Sullivan asked whether there were any changes to the consent agenda. There were no changes.

President Sullivan read the consent agenda.

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

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 20 September 2011
- (2) Closed session, Tuesday, 20 September 2011

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): September 2011, including General Fund checks (63533–63686) in the amount of \$122,358.71, and payroll and taxes in the amount of \$173,742.41, for a grand total of \$296,101.12 in expenditures

c. **Other Action Items:**

- (1) 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 2011–2012 (Standing Committee on Finance): ORDINANCE 2011–008
- (2) Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (Standing Committee on Finance)
- (3) HVAC Preventive Maintenance Agreement (Standing Committee on Facilities)
- (4) Snow Removal Services (Standing Committee on Facilities)

Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 4–0, with three members absent.

7. **Approve the Agenda**

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

8. **Good News**

Director Scheetz reported that “Good News” identified on the staff level would appear (as usual) in the “Director’s and Librarians Reports,” and this agenda item would be made available to “Good News” identified on the Board level, by the Trustees.

- Trustee Sullivan commended Business Manager Ganster for her fine work in relation to the Independent Auditor’s Report, a sentiment echoed by the Board.

9. **Correspondence and Communication**

There were no items of correspondence and communications.

10. **Director’s and Librarians’ Reports**

Director Scheetz highlighted portions of his written report, as follows:

- **Statistical Reports**

- **Total Circulation**

- The total circulation in September reflected an increase of **5.5%** over September 2010 (62,493 compared to 59,262)—for an average of **2,231.9 items** checked out per day over 28 days (the Library was closed on September 4–5 for Labor Day)—or an average of 224.0 items per hour over 279 hours!

- Total year-to-date circulation (July–September 2011) reflected an increase of 5.8% over the same period in the previous fiscal year (208,510 compared to 197,125).

Director Scheetz highlighted the proportion of print materials checked out ( $\approx 56\%$  year-to-date) compared to non-print materials ( $\approx 44\%$  year-to-date). Discussion followed.

#### Total Number of Visitors

The total number of visitors in September reflected a decrease of 1.4% from September 2010 (25,293 compared to 25,659)—for an average of **903.3 visitors** per day over 28 days (the Library was closed on September 4–5 for Labor Day)—or an average of 90.7 visitors per hour over 279 hours!

Total year-to-date number of visitors (July–September 2011) reflected a slight decrease of 0.1% over the same period in the previous fiscal year (88,869 compared to 88,940).

- **Report from Youth Services**

Joanne C. Zillman was absent from the Board meeting due to her participation at the ILA Annual Conference. Her written report was included in the Board packet.

- **Report from Adult Services**

Stacey L. Cisneros was absent from the Board meeting due to her participation at the ILA Annual Conference. Her written report was included in the Board packet.

#### 11. **President's Report**

- Trustee Sullivan called attention to the format and particular language of the official notice regarding the Annual Levy, as required by “The Truth in Taxation Act,” which disregards any subsequent (or future) abatements of property tax.
- Trustee Sullivan noted that a former U.S. Representative recently made a presentation at the Library as part of the New Lyceum Lecture Series. He reported, by way of clarification, that the lecture was a non-partisan, non-political event, as per the Library’s “Policy on Meeting Rooms.”

#### 12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** Director Scheetz reported that, in addition to two items on the Board agenda, agenda items included the HVAC control system and future agenda items.
- b. **Standing Committee on Finance:** Trustee Von Lunen reported that, in addition to four items on the Board agenda, agenda items future agenda items.
- c. **Standing Committee on Outreach:** Trustee Babcock reported that the only agenda item was the review of a proposed gift—a small wood sculpture—which the Committee decided would not be suitable for the Library, and did not recommend to the Board.
- d. **Standing Committee on Services:** Trustee Sullivan reported that, in addition to one item on the Board agenda, agenda items included an agreement with the Friends of the Batavia Public Library and future agenda items.

- e. **Batavia Public Library Foundation:** Trustee Sullivan presented a brief report on the work of the Batavia Public Library Foundation, which will present *Library Links! Miniature Golf in the Library* on Sunday, October 23, from 12:00–4:00 p.m. He encouraged Trustees to support the event by working as volunteers. Discussion followed.
- f. **Friends of the Batavia Public Library:** Trustee Babcock presented a brief report on the work of the Friends of the Batavia Public Library and, in particular, provided general observations on the series of book sales now taking place in the new FriendSpace on the Lower Level.
- g. **Library Integrated Network Consortium (LINC):** There was no meeting in October

13. **10 South Coffee House: Lease** (Standing Committee on Services)

Trustee Sullivan presented an overview of the proposed new, one-year lease with 10 South Coffee House, which was recommended to the Board by the Standing Committee on Services. This lease provides a one-year extension to the current lease. Discussion followed.

Motion by Trustee Von Lunen to approve a new, one-year lease for 2012 with 10 South Coffee House, as presented. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 4–0, with three members absent.

14. **A Resolution Declaring a Vacancy in the Office of Library Trustee:** RESOLUTION 2011–009

Trustee Sullivan reported that Trustee Edward F. Skahan, who was elected as a Library Trustee for a term expiring in 2013, has been absent without cause from all regular board meetings for one year, since September 2010. Further, efforts to reach out to Trustee Skahan over the course of this past year were not successful. Discussion followed.

Trustee Sullivan noted that the Public Library District Act of 1991 [75 ILCS 16 / 1–1 et seq.] provides that vacancies in the office of Library Trustee shall be declared by the Library Board when a Library Trustee is absent without cause from all regular board meetings for one year and, under the Act, vacancies shall be filled by appointment of the remaining Library Trustees until the next regular library election.

Motion by Trustee Trefil to approve “A Resolution Declaring a Vacancy in the Office of Library Trustee: (Resolution 2011–009), as presented. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 4–0, with three members absent.

In response to a question from Trustee Von Lunen, discussion followed on the process of appointing a person to fill the position of Library Trustee.

Trustee Sullivan announced that residents of the Batavia Public Library District who are interested in serving as Library Trustee are invited to submit a letter of interest by Wednesday, 9 November 2011. Director Scheetz reported that information in this regard will be released to the news media and posted on the Library’s Web site and Facebook page.

15. **Regular Meeting Schedule for 2011–2012**

Director Scheetz reported that it was is time once again for the Board of Library Trustees to consider whether it wished to hold its regularly scheduled meeting in December. He noted that, in general, the practice of the Board has been to cancel its December meeting unless action is needed on time-sensitive business.

He reported that, in addition to the usual monthly business to come before the Board, there were no special projects that would require action (or further action) in December.

Director Scheetz outlined two options for the Board's consideration: (1) If the Board wished to meet at its regularly scheduled time in December—Tuesday, 20 December 2011, at 7:00 p.m.—then no further action was needed, or (2) If the Board wished to cancel its Regular Meeting in December, then it needed to provide that direction, in which case the Library Director would prepare an Ordinance to revise the Regular Meeting schedule for action in November. Discussion followed.

In response to a question from Trustee Von Lunen, discussion followed on the selection process for a new Library Trustee.

The sense of the Board was that a Special Meeting could be called, as may be needed, to address the appointment of a new Library Trustee.

The consensus of the Board was to cancel its Regular Meeting in December.

Motion by Trustee Von Lunen to cancel the Regular Meeting in December. Seconded by Trustee Babcock. All: Aye. The motion carried.

16. **Comments from the Board**

There were no additional comments from the Board.

17. **Next Meetings or Events**

In response to a question from Trustee Babcock, discussion followed on the holiday schedule from the Observance of Christmas Eve (Friday, 23 December 2011) through the Observance of New Year's Day (Monday, 2 January 2012).

- a. *Teen Read Week™ (3rd week in October), Sunday–Saturday, 16–22 October 2011 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2011 Theme: Picture It @ your library®*
- b. *ILA Annual Conference (Rosemont — Donald E. Stephens Convention Center), Tuesday–Friday, 18–21 October 2011*
- c. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 6 November 2011*
- d. *Veterans Day, Friday, 11 November 2011, Library Open*
- e. *National Gaming Day, Saturday, 12 November 2011 — launched in 2008 to focus on the social and recreational side of gaming*
- f. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 November 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Thanksgiving Eve, Wednesday, 23 November 2011, Library Closed at 5:00 p.m.*
- h. *Thanksgiving (4th Thursday in November), Thursday, 24 November 2011, Library Closed*

- i. Day after Thanksgiving, Friday, 25 November 2011, Library Open*
- j. Observance of Christmas Eve, Friday, 23 December 2011, Library Open (Floating Holiday; Paid Holiday for Christmas Eve)*
- k. Christmas Eve (Observance of Christmas), Saturday, 24 December 2011, Library Closed (Not a Paid Holiday)*
- l. Christmas, Sunday, 25 December 2011, Library Closed (Not a Paid Holiday)*
- m. Observance of Christmas, Monday, 26 December 2011, Library Closed (Paid Holiday)*
- n. Observance of New Year's Eve, Friday, 30 December 2011, Library Open (Floating Holiday; Paid Holiday for New Year's Eve)*
- o. New Year's Eve, Saturday, 31 December 2011, Library Closed at 12:00 noon (Not a Paid Holiday)*
- p. New Year's Day, Sunday, 1 January 2012, Library Closed (Not a Paid Holiday)*
- q. Observance of New Year's Day, Monday, 2 January 2012, Library Closed (Paid Holiday)*

18. **Adjournment**

Motion by Trustee Babcock to adjourn the meeting. Seconded by Trustee Trefil. All: Aye. The motion carried.

Trustee Sullivan declared the meeting adjourned at 7:48 p.m.

Respectfully submitted,

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Douglas S. Sullivan  
President

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J. Thomas Von Lunen  
Secretary pro tempore