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MINUTES

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

Special Meeting

Tuesday • 5 October 2010

1. **Call to Order**

Trustee Sullivan called the meeting to order at 7:04 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Douglas S. Sullivan and James F. Trefil

Committee Members Absent: J. Thomas Von Lunen

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz and Business Manager Joy K. Ganster

Visitors Present: None

3. **Approve the Agenda**

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

4. **Approve the Minutes:** Special Meeting in Joint Session, Tuesday, 7 September 2010

At the request of Director Scheetz, this agenda item was deferred to the next meeting.

5. **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 2010–2011**

Director Scheetz summarized his report, which was included in the Committee packet. He noted that the purpose of this ordinance is to adopt an additional, special purpose tax of 0.02% for buildings and equipment for library purposes, and maintenance, repairs, and alterations of library buildings and equipment. According to Illinois Statutes, “In any year in which the board proposes to levy the additional 0.02% tax, the board shall adopt an ordinance determining to levy the tax.”

Discussion followed on the amount of revenue generated by this special purpose tax, the effect of tax caps, and the reserve balance in this fund.

Director Scheetz reported that Business Manager Ganster has identified, as an informal goal, that the Library maintain a balance of \$250,000 in this fund in anticipation of unanticipated and/or catastrophic events. He supports that goal.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve “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 2010–2011,” as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

6. **A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy**

Director Scheetz summarized his report, which was included in the Committee packet. He noted that “The Truth in Taxation Act” [35 ILCS 200 / 18–55 et seq.], requires the Batavia Public Library District to determine the amount of money estimated to be necessary to be raised by the tax levy for each year (“levy”) upon the taxable property in the Library District, not less than twenty (20) days prior to the adoption of the levy.

He explained that the purpose of this Law is to require taxing districts to disclose by publication and to hold a public hearing on their intention to adopt an aggregate levy in amounts more than 105% of the amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the final aggregate levy of the preceding year.

Business Manager Ganster explained how the amounts were derived from the Annual Budget and Appropriation for the public notice. Discussion followed.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve “A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy,” as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

7. **Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation)**

Director Scheetz summarized his report, which was distributed at the Committee meeting. Business Manager Ganster explained the process used to obtain the proposed rates.

Building Value

Director Scheetz reported that Trustee Gibson suggested an increase in coverage for building value (from \$10,750,000 to \$11,500,000). As part of its due diligence, State Farm appraised the building and determined a value of \$10,985,000.

Director Scheetz requested the Committee to decide whether to set the building value at \$11,500,000 or \$10,985,000. Discussion followed.

The consensus of the Committee was to set the building value at \$10,985,000.

Motion by Trefil to set the building value at \$10,985,000 as appraised by State Farm. Seconded by Trustee Sullivan. All: Aye. The motion carried.

Insurance Proposal

Director Scheetz reported that Ganster solicited proposals for the Library's insurance policies and received proposals from (a) Indiana Insurance (Member of Liberty Mutual Group) / Buttrey-Wulff-Mamminga Agency and (b) State Farm.

Director Scheetz recommended approval of proposal from Indiana Insurance (Member of Liberty Mutual Group) / Buttrey-Wulff-Mamminga Agency, of Batavia, Illinois, in an amount not to exceed \$21,965.00, as presented. Discussion followed.

Director Scheetz noted that the proposal from Indiana Insurance (Member of Liberty Mutual Group) / Buttrey-Wulff-Mamminga Agency actually increased only \$391 from last year to this year and was based upon a higher building value.

The consensus of the Committee supported the proposal from Indiana Insurance.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve a proposal from Indiana Insurance (Member of Liberty Mutual Group) / Buttrey-Wulff-Mamminga Agency, of Batavia, Illinois, in an amount not to exceed \$21,965.00, as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

8. **Annual Financial Report for the Year Ended 30 June 2010 (Independent Auditor's Report and Financial Statements)**

Director Scheetz reported that the auditors were scheduled to deliver their report *after* the date of the Committee meeting. As a result, the Independent Auditor's Report was not available for Committee review, but would be included in the Board packet.

Ganster reported that Daniel A. Berg, partner, Sikich LLP, would present the Independent Auditor's Report at the Board meeting.

9. **Future Agenda Items**

Director Scheetz reported that the list of future agenda items, usually presented at each meeting for purposes of information and planning, was inadvertently left out of the Committee packet.

10. **Comments from the Committee**

There were no additional comments from the Committee.

11. **Next Meetings or Events**

- a. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2010, Library Open*
- b. *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®*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- d. *General Election Day (in even-numbered years, the first Tuesday after the first Monday in November) — Tuesday, 2 November 2010*
- e. ***Standing Committee on Finance, Tuesday, 2 November 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- f. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2010*

- g. Veterans Day, Thursday, 11 November 2010, Library Open*
- h. Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- i. Thanksgiving Eve, Wednesday, 24 November 2010, Library Closed at 5:00 p.m.*
- j. Thanksgiving (4th Thursday in November), Thursday, 25 November 2010, Library Closed*
- k. Day after Thanksgiving, Friday, 26 November 2010, Library Open*

12. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 7:37 p.m.

Respectfully submitted,

George H. Scheetz
Director