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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 17 November 2009

1. **Call to Order**

President Gibson 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: Virginia C. Babcock, Randall E. Gibson, Maureen A. Jakubowski, Edward F. Skahan (via telephone), Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

Trustee Gibson stated that Director Scheetz had received a notice from Trustee Skahan pursuant to the "Policy on Attendance by a Means Other Than Physical Presence," in which he (Trustee Skahan) expressed a request to attend the meeting electronically (via telephone). Trustee Gibson asked whether there were any objections to the request. Hearing no objections, President Gibson declared that Trustee Skahan was present at the meeting, and eligible to participate and vote.

Trustees Absent: None

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, Kerry K. Halter, James J. Klyczek, Lisa M. Moore, and Joanne C. Zillman

Visitors Present: Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.; and Bruce K. Roberts and Kristen M. Pinter, attorneys at law, Roberts, Simon & Even, Ltd.

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Motion by Trustee Von Lunen to approve the consent agenda, to include the following items:

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 20 October 2009

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”) for October 2009, including General Fund checks (9844–9979) in the amount of \$86,768.72, and payroll and taxes in the amount of \$161,483.25, for a grand total of \$248,251.97 in expenditures.

c. **Other Action Items:**

- (1) An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2009–2010 (Standing Committee on Finance): ORDINANCE 2009–010
- (2) An Ordinance Revising the Regular Meeting Schedule for 2009–2010: ORDINANCE 2009–011
- (3) Photocopiers (Standing Committee on Facilities)
- (4) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)
- (5) Budget for the Library Integrated Network Consortium (LINC) for 2010–2011

Seconded by Trustee Babcock. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Skahan, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 7–0.

6. **Approve the Agenda**

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

7. **Financial Reports:** October 2009

- 2009–2010 Working Budget
- 2009–2010 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2009–2010 Investment Report

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

8. **Good News**

- Director Scheetz reported that the Library was awarded a generous gift from the Friends of the Batavia Public Library in the amount of \$19,150 for several projects.

- Director Scheetz reported that Pamela W. Weber, the Library's Circulation Services Coordinator, reported the following story. A man at the Check Out Desk discovered that he needed to pay some overdue fines in order to unblock his account, but did not have any way to pay at the time.

A woman behind him in line stepped forward and offered to pay the fines for him. The first patron, initially reluctant, finally accepted the second patron's largesse and expressed his gratitude. The woman told him to do something nice for someone else; that is, "pay it forward."

- At Director Scheetz's request, Stacey L. Cisneros reported that the Library has completed a project to preserve and catalog a series of local video programs, "Conversations with Batavians," and make them available to check out.

As part of the project, Kerry K. Halter, the Library's Technical Services Coordinator, worked with Batavia Access Television to identify the programs, which ultimately were transferred from VHS to DVD. The programs, which were inspired by Batavia's sesquicentennial in 1983, include interviews with Batavians that were filmed from 1983–1986.

9. Correspondence and Communication

The following items of correspondence and communications were included in the Board packet or distributed at the meeting.

- Letter from Carol Lee Riekenberg of Urbandale, Iowa (and formerly of Batavia) to the Batavia Public Library, which accompanied an order for a copy of *Windmill City: A Guide to the Historic Windmills of Batavia, Illinois* (10 November 2009)
- Article, "Cosby creates comic connection" (*Daily Herald*, Tuesday, 10 November 2009, Section 5, p. 1), in which Bill Cosby sings the praises of the public library.

10. Director's and Librarians' Reports

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

- **Statistical Reports**

The total circulation in October reflected an increase of **20.6%** over October 2008 (62,069 compared to 51,484)—for an average of 2,002.2 items checked out per day over 31 days—or an average of 204.2 items per hour over 304 hours!

Total year-to-date circulation (July–October 2009) reflected an increase of **20.3%** over the same period in the previous fiscal year (255,935 compared to 212,737).

The total number of visitors in October reflected an increase of **6.5%** from October 2008 (27,984 compared to 26,265)—for an average of 902.7 visitors per day over 31 days.

Total year-to-date number of visitors (July–October 2009) reflected an increase of **6.4%** over the same period in the previous fiscal year (116,295 compared to 109,333).

In response to a question from President Gibson, discussion followed on the impact of the increased workload on employees in the Circulation Services department.

- **Other Highlights**

Landscape Renovation Plan: The sixth and final phase of landscape improvements approved by the Board of Library Trustees—to relocate the ginkgo tree by the windmill (on the east side) to the west side, south end of the open area adjacent to the long planting bed—was completed on Tuesday, November 10. The ginkgo tree was beginning to interfere with the windmill, a problem that would have only gotten worse over time.

Holiday Decorations and Special Activities: In acknowledgment of current economic conditions, the Library will not install lights this year on the linden trees along Wilson Street. However, the Library will install wreaths on the southern and western pediments (as in the previous two years) and decorate the large artificial tree (donated by the Sullivan family) for the area near the Check Out Desk. Finally, in collaboration with Fox Valley Jewish Neighbors, the Library once again will install a Hanukkah display in a Lobby case.

The Library, under the leadership of Joanne C. Zillman, once again will host the holiday storytime as part of the Celebration of Lights Festival at the Batavia Riverwalk on Sunday, November 29. This event will take place at Gustafson Research Center from 6:30–7:00 p.m. Finally, as part of the Celebration of Lights Festival, the Library will participate (for the first time!) in Christmas Tree Lane, which features trees decorated by local Girl and Boy Scout troops, businesses, and civic organizations.

New Lyceum Lecture Series: Director Scheetz announced the eighth event in the New Lyceum Lecture Series, co-sponsored by *The Chronicle*. In “Reading on Earth,” Donna Seaman, associate editor of *Booklist* and book critic for Chicago Public Radio, will describe the psychology and impact of reading. The lecture is scheduled for Monday, December 7, at 7:00 p.m.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, presented information (and photographs) from an after-hours program on Friday, November 13, during which the participants adjourned to the parking lot at 9 o’clock to launch rockets.

In addition, Zillman presented the winning bookmarks from a contest in October, which included 20 winning designs (out of 570 entries) from students in grades 1–5. Each winning student received 35 bookmarks to share with family and friends, as well as a paperback book.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, presented information on the new “Good Reads” blog that launched in October on the Library’s Web site. “Good Reads” now includes over 300 reviews!

In response to a question from President Gibson, discussion followed on the Reference Collection.

- **Special Report**

Kerry K. Halter paid tribute to Janet Newton, who passed away on November 2. Newton, a former employee at the St. Charles Public Library, contributed over 100 hours to the Batavia Public Library as a volunteer. Newton's family told Halter how much she (Newton) looked forward to her volunteer work at the Library.

11. **President's Report**

President Gibson stated that he had no special report.

12. **Committee and Liaison Reports**

a. **Standing Committee on Facilities:** There was no meeting in November.

b. **Standing Committee on Finance:** Trustee Sullivan reported that the minutes of the committee meeting were included in the Board packet.

In addition to two items on the Board agenda (levy and budget for the Library Integrated Network Consortium), agenda items included the rolling, three-year financial plan and investment options.

In response to a question from Trustee Gibson, discussion followed on the rolling, three-year financial plan.

c. **Standing Committee on Outreach:** There was no meeting in November.

d. **Standing Committee on Services:** Trustee Gibson reported that the minutes of the committee meeting were included in the Board packet.

In addition to two items on the Board agenda (regular meeting schedule and the "Policy on Dental and Vision Insurance"), agenda items included a review of Strategic Plan objectives.

In response to a request from Trustee Gibson, Director Scheetz presented a report on the progress of the boiler system replacement project, which essentially was completed.

e. **Batavia Public Library Foundation:** Trustee Gibson presented a brief report on the work of the Batavia Public Library Foundation, which recently sponsored the very successful "Library Links!" project. He announced that Debra L. "Debbie" Prebys was elected to the Foundation Board on Friday, November 6.

Friends of the Batavia Public Library: There was no report.

f. **Library Integrated Network Consortium (LINC):** Trustee Sullivan reported that a written report was included in the Board packet.

He noted that the Governing Board saw a demonstration of AquaBrowser Library, a new, alternate catalog, which will go live in a few months, and discussed the 2010–2011 budget.

13. **An Ordinance Adopting a “Policy on Dental and Vision Insurance”** (Standing Committee on Services): ORDINANCE 2009–012

Director Scheetz reported that Executive Assistant Lisa M. Moore, the Library’s human resources specialist, has recommended that group dental insurance coverage be extended to part-time employees on the same terms as group vision insurance; that is, 100% paid by employee. This proposal is supported by the Library Director and the Business Manager. Discussion followed

The consensus of the Board supported the proposed policy.

In response to a question from President Gibson, Director Scheetz reported that the “Policy on Leave Benefits for Part-Time Employees,” which established a limit (cut off) on certain benefits for part-time employees based upon the number of hours worked per week, went into effect on 1 January 2008.

Motion by Trustee Von Lunen to approve “An Ordinance Adopting a ‘Policy on Dental and Vision Insurance’” (Ordinance 2009–012), as presented. Seconded by Trustee Sullivan. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Skahan, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 7–0.

14. **A closed session** for “Litigation,” as authorized by 5 ILCS 120/2(c)(11)

Motion by Trustee Jakubowski to enter closed session for the purposes stated. Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Skahan, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 7–0.

The Board entered closed session at 7:41 p.m.

The Board returned to open session at 9:20 p.m.

15. **Annexation Matters**

There was no discussion on annexation matters; this item was deferred to a future meeting.

16. **Future Agenda Items**

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

17. **Comments from the Board**

There were no additional comments from the Board.

18. **Next Meetings or Events**

a. *Thanksgiving Eve, Wednesday, 25 November 2009, Library Closed at 5:00 p.m.*

b. *Thanksgiving (4th Thursday in November), Thursday, 26 November 2009, Library Closed*

c. *Day after Thanksgiving, Friday, 27 November 2009, Library Open*

d. *New Lyceum Lecture Series, Monday, 7 December 2009, 7:00 p.m., Meeting Room A–B*

e. *Board of Library Trustees (Regular Meeting), Tuesday, 15 December 2009, 7:00 p.m. — Cancelled*

- f. *Christmas Eve, Thursday, 24 December 2009, Library Closed*
- g. *Christmas, Friday, 25 December 2009, Library Closed*
- h. *New Year's Eve, Thursday, 31 December 2009, Library Closed at 12:00 noon*
- i. *New Year's Day, Friday, 1 January 2010, Library Closed*
- j. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 18 January 2010, Library Open*
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 19 January 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

19. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 9:21 p.m.

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary