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## MINUTES

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

#### *Special Meeting*

Tuesday • 6 October 2009

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:01 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Randall E. Gibson, Maureen A. Jakubowski, and Douglas S. Sullivan

**Committee Members Absent:** None

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz, Kerry K. Halter, James J. Klyczek, Pamela W. Weber, and Joanne C. Zillman

**Visitors Present:** None

3. **Approve the Agenda**

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

4. **Approve the Minutes:** Special Meeting, Tuesday, 1 September 2009

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

## 5. Express Check Out Service (Use of Self-Check Units)

Director Scheetz introduced the task force that he had appointed—including Kerry K. Halter, James J. Klyczek, Pamela W. Weber, and Joanne C. Zillman—to address this objective / project.<sup>1</sup>

Director Scheetz noted that the “Preliminary Plan,” which was discussed at a previous Committee meeting, included a “Proposed Target” to increase use of self-check units from the current rate (25.3%) to 40.0% by 30 June 2010.

Director Scheetz presented an overview of the project objective from the report that was included in the Committee packet. Discussion followed on the lists of “impediments to the use of self-check units” and “issues to address.” He noted that Option 1 was recommended to the Committee for approval.

In response to a question from Trustee Gibson, discussion followed on the issue of “holds behind the Check Out Desk.” Director Scheetz noted that this issue, while important, would have a relatively minor impact on the use of self-check units compared to the issue of “locked DVD cases.”

Discussion followed on the issue of “locked DVD cases.” Weber reported that approximately 30% of all non-print items checked out in September 2009 were DVDs—and non-print items accounted for nearly 45% of the total circulation.

Director Scheetz observed that the ability to check out DVDs using the self-check units was the key issue driving this project.

Klyczek noted that patrons who may prefer to use the self-check units are diverted to the Check Out Desk when they have both print items and DVDs to check out—which further reduces the use of the self-check units.

In response to a request from Director Scheetz, Halter presented an overview of the different equipment options investigated by the task force and their implications for the project. She observed that the technology was in a state of flux, which ultimately led the task force to recommend Option 1 as a first solution.

Discussion followed on various issues related to the proposed solution, including theft rate, the use of collection security, and the configuration of the security gates.

In response to a question from Trustee Gibson, discussion followed on Option 1 in comparison to Option 2, which called for the purchase of new self-check units. Trustee Gibson suggested that the ease of use found in newer technology was very important for patron acceptance of the self-check units.

Halter noted that the task force was not prepared to recommend Option 2 pending further investigation of the various equipment options. She noted as well that some new equipment options, which seem designed to address some of the issues identified by the task force, were scheduled for release in 2010.

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<sup>1</sup>**Strategic Plan:** Priority: Provide a Welcoming and Comfortable Destination—Goal: To facilitate improved use of the facility—Objectives / Projects Year Two: July 2009–June 2010): Explore ways and means to increase the use of self-check units—Project Manager: George H. Scheetz and Pamela W. Weber

Director Scheetz stated that he supported the idea of new self-check units for the Library. Nonetheless, he suggested that Option 1 would have an immediate positive impact on the use of self-check units. In addition, since Option 1 is limited essentially to making it possible to check out DVDs at self-check units, evaluation of the project would be very straightforward.

In response to a question from Trustee Sullivan, discussion followed on other aspects of the project, including radio-frequency identification (RFID) technology.

The consensus of the Committee supported Option 1 as a first approach to increasing the use of self-check units, with the proviso that the task force should continue to investigate options for new self-check units.

Motion by Trustee Jakubowski to recommend that the Board of Library Trustees approve Option 1 as identified in the report on the “Express Check Out Service (Use of Self-Check Units)” project, designed to increase the use of self-check units, at an estimated cost of \$10,000, as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

Trustee Gibson requested that the task force continue to investigate Option 2.

The consensus of the Committee supported further investigation of Option 2, which would entail the purchase of new self-check units.

6. **Future Agenda Items**

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

7. **Comments from the Committee**

There were no additional comments by the Committee.

8. **Next Meetings or Events**

- a. *ILA Annual Conference (Peoria), Tuesday–Friday, 6–9 Oct 2009*
- b. *Teen Read Week™ (3rd week in October), Sunday–Saturday, 11–17 October 2009 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2009 Theme: Read Beyond Reality @ your library®*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- d. *Library Links! Miniature Golf in the Library, Sunday, 25 October 2009, 1:00–5:00 p.m. — sponsored by the Batavia Public Library Foundation*
- e. *New Lyceum Lecture Series, Thursday, 29 October 2009, 7:00 p.m., Meeting Room A–B*
- f. ***Standing Committee on Service, Tuesday, 3 November 2009, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 17 November 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

9. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:00 p.m.

Respectfully submitted,

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George H. Scheetz  
Director