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## MINUTES

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

#### *Special Meeting*

Tuesday • 6 January 2009

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:05 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 and Stacey L. Cisneros

**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, 4 November 2008

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

5. **Life Insurance**

Director Scheetz reported that the Library has a long-standing practice of providing group term life insurance coverage to full-time employees as a fringe benefit.

The Library currently provides coverage in the amount of \$25,000 per employee for full-time employees, and the Library's personnel complement currently includes 16 full-time positions.

A recommendation from Business Manager Joy K. Ganster was included in the Committee packet to increase group term life insurance coverage for full-time employees from \$25,000 to \$50,000. Discussion followed.

Motion by Trustee Sullivan to recommend that the Board of Library Trustees approve a new “Policy on Life Insurance,” as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

6. **Policy on Links to Other Web Sites**

Director Scheetz presented a proposed new “Policy on Links to Other Web Sites,” a copy of which was included in the Committee packet. Discussion followed.

Trustee Sullivan wondered whether facilitating patrons’ navigation of the Internet was a needed service, and Trustee Gibson questioned the Library’s role in this regard. Director Scheetz provided general background on this service and the Library’s role as a “smart front door” to the Internet. Cisneros explained the manner in which links to other Web sites supported classes offered by the Library. Discussion followed.

Director Scheetz described an innovative new approach to providing a diverse collection of links to Web sites that meet high professional standards, in which the Library will provide a link to the Internet Public Library ([www.ipl.org](http://www.ipl.org)) in lieu of maintaining its own large collection of links to other, external Web sites. Discussion followed.

Trustee Gibson requested additional background information on how the Library planned to review (or maintain) its collection of links to other Web sites. Discussion followed.

In addition to guidelines found in the “Policy on Materials Selection,” each Web site directly linked from the Library’s Web site would be accessed and/or reviewed not less than two times per year. Cisneros explained that “review” was defined as follows:

- A “review” of a directly linked Web site *is* (a) verifying that the Web site is functional; (b) checking that the author / creator / publisher of the Web site can be determined; (c) considering the qualifications or suitability of the author / creator / publisher of the Web site; and (d) verifying that the Web site’s content is reasonably current for its subject matter.
- A “review” of a directly linked Web site *is not* (a) locating a published review of the Web site; (b) looking at every page of the Web site; or (c) writing an evaluation of the Web site.

Discussion followed on statistics, such as click-throughs. Cisneros agreed to investigate this question further.

Discussion followed on providing a disclaimer on its Web site. Director Scheetz noted that the Library currently provides the following disclaimer on its Web site:

*Links to Other Web Sites*

*The Batavia Public Library provides links to other, external web sites as a service to its patrons and for informational purposes only, as part of its mission “to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations.” However, use of other, external web sites is voluntary on the part of each individual visitor.*

*Such other, external web sites are not operated, controlled, or maintained by the Batavia Public Library. While the Library works to provide links to only those web sites that are accurate and useful to visitors of the Batavia Public Library*

*web site, the Library is not responsible for the content of other, external web sites and cannot guarantee that such web sites will not change without the Library's knowledge. Inclusion of such links in the Batavia Public Library web site does not imply the Library's endorsement or approval of the linked sites, their sponsors, or content.*

The consensus of the Committee supported the new "Policy on Links to Other Web Sites."

Motion by Trustee Sullivan to recommend that the Board of Library Trustees approve a new "Policy on Links to Other Web Sites," as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

The consensus of the Committee was to place this topic on the regular agenda (as opposed to the consent agenda) in anticipation of questions from Board members.

7. **Pay Grades and Benchmarks** (Management Association of Illinois)

Director Scheetz provided a brief overview of a report from the Management Association of Illinois, which was included in the Committee packet. Discussion followed.

In addition, this report, prepared in support of Goal A-1 ("Develop a new merit pay / performance appraisal system—Project Manager: George H. Scheetz"), was provided, as well, to the Standing Committee on Finance for purposes of information.

Director Scheetz reported that he and Deputy Director Zillman were exploring several follow-up questions related to the report with Kathryn O'Connor, Human Resources / Compensation Analyst with the Management Association of Illinois. He suggested a presentation on the benchmark process by O'Connor for the Board of Library Trustees. Discussion followed.

The consensus of the Committee was to begin with a presentation for the Committee at its February meeting.

Discussion followed on several elements of the report, including in particular the suggestion of a "Policy on Compensation," the potential affect on the Library's budget, and other aspects of implementation.

8. **Community Sign**

Director Scheetz reported that the recommendations approved by the Plan Commission on Wednesday, December 17, differ significantly from the Library's proposal.

A report to the Community Development Committee on the Library's proposal was included in the Committee packet, and a new set of drawings, intended to show the negative consequences of a reduced-height sign, were requested from Burnidge Cassell Architects.

Director Scheetz reported that the Standing Committee on Services was asked to review the report because it was due to the City before the next meeting of the Standing Committee on Facilities (Wednesday, January 7). Discussion followed.

The consensus of the Committee supported the proposal represented in the report.

Trustee Henders arrived at 6:57 p.m.

Director Scheetz reported that the approval process included the following steps: ~~Application for Conditional Use (Thursday, 18 September 2008); Sign Model (Friday, 3 October 2008); Plan Commission: Study Session (Wednesday, 22 October 2008); Plan Commission: Public Hearing~~

(~~Wednesday, 5 November 2008, and Wednesday, 17 December 2008~~); Community Development Committee (Tuesday, 13 January 2009); Historic Preservation Commission (to be determined); City Council (to be determined; must coordinate with recommendation regarding the proposed Intergovernmental Agreement).

9. **Job Descriptions**

Director Scheetz reported that a set of new job descriptions was received from the Management Association of Illinois, in support of Goal A-1 (“Develop a new merit pay / performance appraisal system—Project Manager: George H. Scheetz”), which are under review by the appropriate department heads and the Library Director, for presentation at the February meeting.

10. **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.

11. **Comments from the Committee**

There were no additional comments from the Committee.

12. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 20 January 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *Standing Committee on Services, Tuesday, 3 February 2009, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 17 February 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

13. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:02 p.m.

Respectfully submitted,

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George H. Scheetz  
Director