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## MINUTES

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

#### *Regular Meeting*

Tuesday • 20 October 2009

1. **Call to Order**

President Gibson called the regular meeting to order at 7:00 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, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

**Trustees Absent:** Edward F. Skahan

**Staff Members Present:** Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, Lisa M. Moore, and Joanne C. Zillman

**Visitors Present:** Brittany Cerezo and Rachael Greco, cheerleaders, and Gretchen Schrader, event co-chair, Batavia High School Cheer Teams; Brian D. LeFevre, partner, Sikich LLP; Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

Brittany Cerezo and Rachael Greco, representing the Batavia High School Cheer Teams, informed the Board that the Cheer Teams planned to “flip and fly” to benefit Honor Flight.

Their goal is to raise \$5,000 to send ten local World War II veterans to Washington, D.C., as part of Honor Flight, a not-for-profit organization.

To that end, the Board was invited to an Open House at Batavia High School on Wednesday, 4 November 2009, at 7:00 p.m., to see the Cheer Teams “Flippin’ and Flyin’ for Honor Flight.” Donations will be accepted at the door.

5. **Approve the Consent Agenda**

Trustee Gibson read the consent agenda.

In response to a question from Trustee Sullivan, Director Scheetz and Business Manager Ganster reported the fund balance for the Building Equipment and Maintenance Fund.

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

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 15 September 2009
- (2) Special Meeting, Tuesday, 13 October 2009

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”) for September 2009, including General Fund checks (9648–9843) in the amount of \$96,962.91, and payroll and taxes in the amount of \$106,617.54, for a grand total of \$203,580.45 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 2009–2010 (Standing Committee on Finance): ORDINANCE 2009–009
- (2) A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy (Standing Committee on Finance): RESOLUTION 2009–012
- (3) Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (Standing Committee on Finance)
- (4) Telephone System (Toshiba Strata CIX 670 Package): Upgrade Voicemail System (MidCo Inc.) (Standing Committee on Facilities)
- (5) Snow Removal Services (Standing Committee on Facilities)
- (6) Express Check Out Service (Standing Committee on Services)

Zillman arrived at 7:06 p.m.

Seconded by Trustee Trefil. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with 1 member absent.

6. **Approve the Agenda**

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

7. **Financial Reports**

a. **Financial Reports: September 2009**

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

Business Manager Ganster noted that the Working Budget was presented in a slightly revised format, which clustered the Special Funds at the top of the report, followed by the Library Fund.

Ganster reported on the receipt of property taxes and noted that she would present the rolling three-year financial plan to the Standing Committee on Finance at its November meeting.

In response to a question from Trustee Sullivan, Ganster identified the expenditure codes for the Library Integrated Network Consortium (LINC) in the Working Budget.

b. **Annual Financial Report for the Year Ended 30 June 2009 (Independent Auditor’s Report and Financial Statements)**, presented by Brian D. LeFevre, partner, Sikich LLP

Business Manager Ganster introduced Brian D. LeFevre, partner, Sikich LLP, to present the Independent Auditor’s Report and Financial Statements for 2008–2009.

LeFevre appeared on behalf of Daniel A. Berg, the partner assigned to the Library’s account, due to a conflict in Berg’s schedule.

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

LeFevre asked whether there were any questions regarding the report. There were no questions.

On behalf of Berg, LeFevre expressed gratitude to Ganster for her preparedness and cooperation. Trustee Gibson expressed his appreciation to LeFevre for his detailed report and commended Business Manager Ganster for her fine work.

8. **Good News**

- Director Scheetz reported that September’s National Library Card Sign-Up Month was a great success. During the month, the Library issued 181 new cards and renewed another 285 cards. He complimented the employees in Circulation Services for their great work.
- Director Scheetz reported that the Library was awarded a grant from the Hansen-Furnas Foundation in the amount of \$3,500 for “Born to Read.”
- At Director Scheetz’s request, Joanne C. Zillman reported on patrons’ enthusiastic response to Chess Knight, a multigenerational program, and Babies & Tots Drop-In Storytime.

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**

During the first month of the *Museum Adventure Pass*, a total of **60** passes were checked out.

The total circulation in September reflected an increase of **17.0%** over September 2008 (57,733 compared to 49,325)—for an average of 2,061.9 items checked out per day over 28 days (the Library was closed on September 6–7 for the Labor Day holiday)—or an average of 204.0 items per hour over 283 hours!

Total year-to-date circulation (July–September 2009) reflected an increase of **20.2%** over the same period in the previous fiscal year (193, 866 compared to 161,253).

The total number of visitors in September reflected a decrease (the first in over a year) of 7.1% from September 2008 (24,865 compared to 26,758)—for an average of 888.0 visitors per day over 28 days.

Total year-to-date number of visitors (July–September 2009) reflected an increase of **6.3%** over the same period in the previous fiscal year (88,311 compared to 83,068).

- **Other Highlights**

Director Scheetz announced the seventh<sup>1</sup> event in the New Lyceum Lecture Series, co-sponsored by *The Chronicle*. The lecture, “Thou Shalt Play Ball!”—featuring guest speaker: J. D. Thorne, an attorney, baseball aficionado, former University of Wisconsin player, and author of *The 10 Commandments of Baseball: An Affectionate Look at Joe McCarthy's Principles for Success in Baseball (and Life)*—is scheduled for Thursday, October 29, at 7:00 p.m.

In response to a question from Trustee Gibson, Cisneros reported that the eighth event in the New Lyceum Lecture Series is scheduled for Monday, December 7.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, presented information on the “Born to Read” program. To date, the Library has distributed 33 bags. As noted under “Good News,” the Hansen-Furnas Foundation awarded a \$3,500 grant to the Library to provide 100 bags.

In addition, Zillman presented highlights on a variety of forthcoming programs and events, including the annual bookmark contest for children in grades 1–5 and the Celebration of Lights on Sunday, November 29.

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<sup>1</sup>There was a typographical error in the Director's Report, which reported (incorrectly) that this lecture was only the sixth event in the series.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, presented information on a new collection of eBooks.

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 October.
- b. **Standing Committee on Finance:** There was no meeting in October.
- c. **Standing Committee on Outreach:** There was no meeting in October.
- d. **Standing Committee on Services:** Trustee Gibson reported that the minutes of the committee meeting were included in the Board packet.

In addition to one item on the Board agenda (Express Check Out Service), agenda items included a review of future agenda items.

In response to a comment by Trustee Gibson, discussion followed on Option 2 in relation to the Express Check Out Service, which will call for the purchase of new Self-Check Units.

Director Scheetz reported that the task force working on this project—which is chaired by Kerry K. Halter, Technical Services coordinator—currently is in the process of reviewing various equipment options from several different vendors. He anticipates that the task force will complete its work and present a recommendation in early 2010.

Trustee Gibson stated that he was looking forward to Option 2. Trustee Sullivan observed that Option 1 was a good first step towards the improvement of the Express Check Out Service.

- e. **Batavia Public Library Foundation:** Trustee Gibson presented a brief report on the work of the Batavia Public Library Foundation, which will sponsor *Library Links! Miniature Golf in the Library* on Sunday, October 25, from 1:00–5:00 p.m.

Trustee Gibson reported that the Foundation Board found sponsors for all 18 holes and the scorecards (Friends of the Batavia Public Library), and received a number of general contributions, as well. He encouraged Trustees to serve as volunteers for the event and distributed a sign-up sheet.

- f. **Friends of the Batavia Public Library:** Trustee Babcock presented a brief report on the work of the Friends of the Batavia Public Library, which held a successful Fall Book Sale on September 25–26. Director Scheetz reported that the gross receipts were approximately \$5000.00.

Trustee Babcock reported that the next meeting of the Friends Board was scheduled for Thursday, October 22, at 7:00 p.m.

- g. **Library Integrated Network Consortium (LINC):** Trustee Sullivan reported that the LINC Governing Board had not met since the September meeting.

13. **Open Meetings Act/Freedom of Information Act**

Director Scheetz reported that Public Act 95–542 has amended the Open Meetings Act [5 ILCS 120] and the Freedom of Information Act [5 ILCS 140], effective 1 January 2010. The new versions of the Open Meetings Act and the Freedom of Information Act require the “public body” to “designate employees, officers, or members to receive training on compliance with” the Open Meetings Act [5 ILCS 120 / 1.05] and “designate one or more officials or employees to act as its Freedom of Information officer or officers” [5 ILCS 140 / 3.5].

Director Scheetz reported that Attorney Roger A. Ritzman advised that compliance with the Open Meetings Act and the Freedom of Information Act on a day-to-day basis was essentially an administrative function of a public body. He further advised that the Board of Library Trustees can designate Open Meetings Act Officers and Freedom of Information Act Officers and/or authorize the Library Director to designate such Officers.

Director Scheetz recommended that the Board of Library Trustees (1) designate the Library Director as the Library’s Chief Open Meetings Act Officer and Chief Freedom of Information Act Officer and (2) authorize the Library Director to designate additional employees as needed to serve as such Officers. Discussion followed.

The consensus of the Board supported the recommendation by Director Scheetz.

Motion by Trustee Babcock to (1) designate the Library Director, as chief executive officer of the Batavia Public Library District, to serve as the Library’s Chief Open Meetings Act Officer and Chief Freedom of Information Act Officer, and (2) authorize the Library Director to designate additional employees to serve as Open Meetings Act Officers and/or Freedom of Information Act Officers. Seconded by Von Lunen. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with 1 member absent.

Trustee Gibson suggested that Attorney Roger A. Ritzman be invited to a future meeting for purposes of Board education on changes to the Freedom of Information Act and the Open Meetings Act.

14. **Regular Meeting Schedule**

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, 15 December 2009, 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.

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

15. **Community Sign**

Director Scheetz provided a written report—which was included in the Board packet—of a joint meeting to discuss the community sign project, which was arranged by Mayor Jeffery D. Schielke. The meeting was held between the Board of Library Trustees and the Community Development Committee of the City Council, City of Batavia, Illinois, on Tuesday, October 13.

In addition to the seven members of the Community Development Committee, the City was represented by the Mayor, the City Administrator, and other City officials, including at least two members of the Plan Commission. The Library was represented by Trustees Babcock, Sullivan, and Trefil, and Director Scheetz. The official record of the meeting is available upon request from the City of Batavia, Illinois.

Trustee Gibson introduced the agenda item and provided background information on the community sign project. Trustees Sullivan presented an overview of the joint meeting. Discussion followed.

Trustee Babcock presented a summary of Community Development Committee members' comments and suggested that feedback on the project was needed from the community at large. Discussion followed.

Trustee Gibson suggested that the project remain on the shelf until the City Council is more engaged in it. Discussion followed.

The consensus of the Board was to keep the community sign project on the shelf, at least until the City Council addresses the issue of electronic signs (LED panels).

Director Scheetz reported that he was investigating whether the State of Illinois would change the purpose of the \$20,000 grant from the community sign project to another capital improvement project.

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**

In response to a question from Trustee Von Lunen, Director Scheetz presented a progress report on the boiler system replacement project, which was essentially completed. Discussion followed.

In response to a question from Trustee Sullivan, discussion followed on the Wilson Street streetscape project and the installation of brick pavers in the sidewalk adjacent to the Library.

18. **Next Meetings or Events**

- a. *Library Links! Miniature Golf in the Library, Sunday, 25 October 2009, 1:00–5:00 p.m. — sponsored by the Batavia Public Library Foundation*
- b. *New Lyceum Lecture Series, Thursday, 29 October 2009, 7:00 p.m., Meeting Room A–B*
- c. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 1 November 2009*
- d. *Veterans Day, Wednesday, 11 November 2009, Library Open*

*e. Board of Library Trustees (Regular Meeting), Tuesday, 17 November 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

19. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 8:12 p.m.

Respectfully submitted,

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Randall E. Gibson  
President

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Maureen A. Jakubowski  
Secretary