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## MINUTES

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

#### *Special Meeting*

Tuesday • 1 September 2009

1. **Call to Order**

In the absence of Trustee Gibson, Trustee Jakubowski was in the chair.

Trustee Jakubowski called the meeting to order at 6:03 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Maureen A. Jakubowski and Douglas S. Sullivan

**Committee Members Absent:** Randall E. Gibson

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz, Stacey L. Cisneros, and Joanne C. Zillman

**Visitors Present:** None

3. **Approve the Agenda**

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

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

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

5. **An Ordinance Amending the Policy on “Fines and Fees”** (ACTION ITEM) ORDINANCE 2009–xxx

Director Scheetz and Stacey L. Cisneros, head, Adult Services, provided an overview of the two key elements of the proposed revisions to the Policy on “Fines and Fees,” which generally affected service to non-residents. In summary:

### Use of Public-Access Computers

- Residents: Free of charge; requires a library card
- Non-Residents: \$3.00 per session
- Non-Resident Students: Free of charge; requires a computer pass

Director Scheetz and Cisneros noted that the non-resident fee (\$3.00) was established many years ago as part of a policy on access to the Internet. However, the documentation of the fee was lost inadvertently when the original policy was superseded by the “Policy on Acceptable Use of the Internet.” Discussion followed.

Director Scheetz and Cisneros noted that the Library has, for several years, provided access to computers free of charge to “non-resident students,” defined as a student currently enrolled in any Batavia Community School District # 101 school whose principal residence is outside the territory of the Batavia Public Library District.

The proposed revisions would establish both practices as formal policy.

### Proctored Examination Service

- Residents: Free of charge
- Non-Residents: \$25.00 per instance
- Effective 1 January 2010

Director Scheetz reported that the non-resident fee for the proctored examination service was a new proposal.

He and Cisneros noted that the proctored examination service—defined as a service provided by the Library in which a Reference Librarian (as the proctor) oversees an examination for a student, in order to ensure the security and integrity of the examination process—was established administratively many years ago. Discussion followed.

Director Scheetz and Cisneros reported that the service has always been free of charge. However, demand by non-residents has steadily increased to the potential detriment of other services provided by Adult Services. In order to reduce demand for the service by non-residents, a new fee is proposed. Discussion followed.

In response to a question, Director Scheetz reported that the amount of the fee was exactly \$10.00 higher than the fee charged by Waubensee Community College for the same service.

Director Scheetz noted that the proposed Ordinance, as presented, did not include an effective date for the non-resident fee for the proctored examination service, which should be 1 January 2010. Discussion followed.

Director Scheetz reported that Attorney Roger A. Ritzman had reviewed the proposed Ordinance prior to the Committee meeting.

The consensus of the Committee supported the proposed Ordinance.

Motion by Trustee Sullivan to recommend that the Board of Library Trustees approve “An Ordinance Amending the Policy on Fines and Fees,” as amended. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

6. **Young Friends: Agreement by and between the Batavia Public Library and the Friends of the Batavia Public Library** (Friends of the Batavia Public Library)

Director Scheetz presented an overview of the proposed Agreement, which was included in the Committee packet.

The Board of Directors of the Friends of the Batavia Public Library expressed a desire to sponsor and provide financial support for an annual public program / event for children in the fall of each year. The proposed Agreement was developed by Daniel Russo, representing the Friends of the Batavia Public Library, and Joanne C. Zillman, head, Youth Services, representing the Library.

Zillman provided additional history and background information on the proposed annual program / event, which originally was proposed by the Friends Board as an annual author's visit, but which through discussion became simply a program / event for children, which could focus on an author's visit or other types of children's program as determined by the Library.

Motion by Trustee Sullivan to recommend that the Board of Library Trustees approve a "Young Friends: Agreement by and between the Batavia Public Library and the Friends of the Batavia Public Library," as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

7. **Other Projects**

a. **Study Session (Committee-of-the-Whole)**

Director Scheetz questioned whether, based on feedback from Trustees as part of the Library Director's performance appraisal, and in order to improve individual Trustee's understanding of issues confronting the Library, the Board of Library Trustees should convert from a schedule of four separate committee meetings to a single study session (committee-of-the-whole) on the 1st Tuesday of each month. Discussion followed.

The consensus of the Committee did not support the idea of a single study session (committee-of-the-whole meeting) in lieu of four separate committee meetings.

Trustee Jakubowski suggested that the agendas for each committee be sent to the entire Board, as a way of identifying for each Trustee issues that could eventually appear on the Board agenda as action items.

b. **Express Check Out Service (Use of Self-Check Units)**

Director Scheetz reported that he had appointed a task force—including Kerry K. Halter, James J. Klyczek, Pamela W. Weber, and Joanne C. Zillman—to address this objective / project<sup>1</sup> in time for the Committee meeting on October 6.

A "Preliminary Plan" was included in the Committee packet, which included a "Proposed Target" to increase use of self-check units from the current rate (25.3%) to 40.0% by 30 June 2010.

In addition to the task force on express check-out service, a second task force—including Stacey L. Cisneros and James J. Klyczek—is developing a proposal to relocate three online public-access catalog (OPAC) stations in order to improve access for customers.

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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

8. **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.

9. **Comments from the Committee**

There were no additional comments by the Committee.

10. **Next Meetings or Events**

- a. *Sunday before Labor Day, Sunday, 6 September 2009, Library Closed*
- b. *Labor Day (1st Monday in September) — Monday, 7 September 2009, Library Closed*
- c. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 13 September 2009*
- d. *Regular Meeting, Tuesday, 15 September 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- e. *Book Sale, Friday–Saturday, 25–26 2009 — sponsored by the Friends of the Batavia Public Library*
- f. ***Standing Committee on Services, Tuesday, 6 October 2009, 6:00 p.m.***
- g. *ILA Annual Conference (Peoria), Tuesday–Friday, 2–9 Oct 2009*
- h. *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®*
- i. *Regular Meeting, Tuesday, 20 October 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- j. *Library Links! Miniature Golf in the Library, Sunday, 25 October 2009, 1:00–5:00 p.m. — sponsored by the Batavia Public Library Foundation*
- k. *New Lyceum Lecture Series, Thursday, 29 October 2009, 7:00 p.m., Meeting Room A–B*

11. **Adjournment**

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

Trustee Jakubowski declared the meeting adjourned at 6:39 p.m.

Respectfully submitted,

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George H. Scheetz  
Director