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## MINUTES

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

#### *Special Meeting*

Tuesday • 5 January 2010

1. **Call to Order**

In the absence of Trustee Gibson, Trustee Sullivan was in the chair, and called the meeting to order at 6:08 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 Jakubowski to approve the agenda, as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

4. **Approve the Minutes**

Trustee Sullivan asked whether there were any changes to the minutes, copies of which were included in the Committee packet.

a. Special Meeting, Tuesday, 3 November 2009

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

b. Closed Session, Tuesday, 3 November 2009

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

5. **10 South Coffee House: Lease**

Director Scheetz reported that the café operators have requested a one-year extension to their lease, through 31 December 2011. Copies of both the letter of request and the current lease were included in the Committee packet.

Discussion followed on a variety of topics, including whether the monthly rent (\$500.00) was appropriate, and whether the cost of utilities and other out-of-pocket expenses were covered by the rent. Director Scheetz reported that he would calculate the current cost of utilities for the café for the next meeting.

The consensus of the Committee was to defer further discussion on this topic to the next meeting.

6. **CDs; Computers; Teens**

Director Scheetz presented an overview of the proposed project, which included a request to purchase additional stacks at a cost of \$9,136.98.

Capital Improvements Plan (CIP)

Director Scheetz reported that the Standing Committee on Facilities was scheduled to meet in February to discuss approaches to implementation of the Master Plan.

He noted that, in January, the Standing Committee on Finance was scheduled to begin to discuss ways and means to fund the Master Plan.

Current Needs

Director Scheetz reported that there was an immediate need to expand the size of the CD collection, as well as increase the number of public-access computer workstations by adding two (2) stations with access to the Internet and one (1) Express Station, which could be accomplished in a manner that was compatible with the Master Plan. Discussion followed.

Stacey L. Cisneros, head, Adult Services, provided additional background information on the CD collection. Discussion followed.

Proposal / Cost

Using a set of floor plans that was including in the Committee packet, Director Scheetz presented a proposal to rearrange several carrels and stack units adjacent to the Reference Desk, as well as increase the shelf capacity of the compact disc collection by 20% or more. Discussion followed.

Director Scheetz reported that the only out-of-pocket expenses were the cost to purchase additional stacks, including 24 additional pull-out browser boxes, for the CDs (\$9,136.98 delivered), and the cost to relocate electricity and Ethernet services (on a time-and-materials basis). Discussion followed.

Source of Funds

Director Scheetz reported that the appropriate source of funds for this project was the Building Equipment & Maintenance Fund.

Additional Benefits

Director Scheetz reported that additional benefits included a future gaming area for teens as part of the current teen (young adult) area and all public-access computer workstations (outside the Computer Room) being visible from the Reference Desk.

He noted, as well, that the new configuration would facilitate the implementation of a new, self-service “PC Reservation” system. Discussion followed.

Motion

Motion by Trustee Sullivan to recommend that the Board of Library Trustees approve the purchase of additional stacks, including 24 additional pull-out browser boxes, for the CDs, from Embury Ltd., of DeForest, Wisconsin, at a cost of \$9,136.98, delivered, and the cost to relocate electricity and Ethernet services (on a time-and-materials basis), as part of a project to rearrange several carrels and stack units adjacent to the Reference Desk, as well as increase the shelf capacity of the compact disc collection by 20% or more. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

The consensus of the Committee was to present this project to the Board of Library Trustees as part of the regular agenda.

In response to a question from Trustee Sullivan, discussion followed on the new “PC Reservation” system, which is scheduled for implementation during the second quarter of 2010.

7. **Comments from the Committee**

There were no additional comments from the Committee.

8. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 19 January 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. ***Standing Committee on Services, Tuesday, 2 February 2010, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

9. **Adjournment**

Trustee Sullivan declared the meeting adjourned at 6:50 p.m.

Respectfully submitted,

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George H. Scheetz  
Director