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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 February 2010

1. **Call to Order**

President Gibson called the regular meeting to order at 7:01 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, James J. Klyczek, Lisa M. Moore, and Joanne C. Zillman

Visitors Present: Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Gibson read the consent agenda.

Trustee Gibson asked whether there were any questions or changes to the consent agenda.

In response to a question from Trustee Sullivan, discussion followed on Agenda Item # 5 c (3). The consensus of the Board was to refer this item back to the Standing Committee on Facilities.

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

a. **Minutes:**

- (1) Closed Session, Tuesday, 17 November 2009
- (2) Regular Meeting, Tuesday, 19 January 2010

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): January 2010, including General Fund checks (60298–60455) in the amount of \$173,666.38, and payroll and taxes in the amount of \$104,023.56, for a grand total of \$277,689.94 in expenditures

c. **Other Action Items:**

- (1) 10 South Coffee House: Lease (Standing Committee on Services)
- (2) Technology Plan for 2010–2013 (Standing Committee on Facilities)
- ~~(3) Capital Improvements Plan (Standing Committee on Facilities)~~

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 one member absent.

6. **Approve the Agenda**

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

7. **Financial Reports:** January 2010

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

Business Manager Ganster asked whether there were any questions regarding the financial reports.

In response to a comment by Trustee Gibson, discussion followed on the format of the Working Budget report. The consensus of the Board was to keep the report in its current format, with no changes.

8. **Good News**

- Director Scheetz shared a story (reported by a patron) about a young child who has taken a modern approach to playing “library” at home. She pretends to scan the barcodes and makes a beeping noise as she drags the books across a table.
- Director Scheetz reported that the new photocopiers approved by the Board were recently installed throughout the Library. The new five-year lease reflects a significant cost-saving for the Library (≈\$1,000 per month).

- Director Scheetz reported that vacation leave and sick leave accruals were added to Library employees' biweekly "Earnings Statements."
- Director Scheetz stated that the first phase of the Adult Services project to expand the CD stacks and number of public-access computer workstations was completed recently. The additional stack unit and browser bins for the CD collection are scheduled to arrive in mid-March.

Trustee Gibson commented that the manner in which the carrels were rearranged has made it easier for staff members at the Reference Desk to view the Web sites that are accessed on the Internet.

9. Correspondence and Communication

The following items of correspondence and communications were included in the Board packet:

- Letter from Jessie White, Secretary of State and State Librarian, to Director Scheetz, to award a Fiscal Year 2010 Illinois Public Library Per Capita Grant to the Library in the amount of \$26,265.76—or ≈\$1.02 per capita.

In response to a question from Trustee Von Lunen, Director Scheetz reported that a portion of the grant was allocated to several project—such as to purchase additional copies of the "One Book, One Batavia" selection and add security to the DVD collection (as part of the self-check project). He works with the department heads for Adult Services and Youth Services each year to allocate the bulk of the grant.

10. Director's and Librarians' Reports

Director Scheetz highlighted portions of his written report, as follows:

- **Statistical Reports**

Total Circulation

The total circulation in January reflected an increase of **12.0%** over January 2009 (62,035 compared to 55,400)—for an average of **2,067.8 items** checked out per day over 30 days (the Library was closed on January 1 for New Year's Day)—or an average of 214.7 items per hour over 289 hours!

Total year-to-date circulation (July 2009–January 2010) reflected an increase of **17.9%** over the same period in the previous fiscal year (430,011 compared to 364,860).

Total Number of Visitors

The total number of visitors in January reflected an increase of **5.1%** over January 2009 (27,502 compared to 26,159)—for an average of **916.7 visitors** per day over 30 days (the Library was closed on January 1 for New Year's Day) —or an average of 95.2 visitors per hour over 289 hours!

Total year-to-date number of visitors (July 2009–January 2010) reflected an increase of **6.0%** over the same period in the previous fiscal year (192,256 compared to 181,429).

- **Other Highlights**

In Just One Day: Director Scheetz reported that, on Wednesday, February 10, libraries across Illinois—including the Batavia Public Library—participated in “Snapshot: One Day in the Life of Your Library” by collecting information, comments, and photographs from events in a typical library day.

Youth @ Work: Director Scheetz reported that the Library recently qualified to participate in the Youth @ Work program and was selected as a youth employer work site for two young women. The Youth @ Work program is coordinated by the Kane County Department of Employment & Education, and offers services to eligible youth between the ages of 18 and 24 who face significant barriers to employment. Wages are paid from American Recovery & Reinvestment Act funds.

- **Report from Deputy Director**

Joanne C. Zillman reported that Director Scheetz recently celebrated his 5th anniversary as Library Director.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, presented information about the Winter Reading Club, “Polar-Palooza,” in which 147 *families* participated — up from last year’s 93 families.

In addition, Zillman presented information on future programs, the “Born to Read” project, and a survey on gaming in the Library.

The English Language Learner (ELL) program expressed an interest in supporting “Born to Read” after spotting an article on the project in *Library Letters*, a newsletter for K–8th grade teachers published by the Library.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, presented information on forthcoming “One Book, One Batavia” events. She distributed tickets to the author’s presentation on Thursday evening, March 18, to Board members.

11. **President’s Report**

President Gibson stated that he and Director Scheetz would meet prior to the next meeting to discuss the goals that were assigned to the Library Director for 2009–2010.

12. **Committee and Liaison Reports**

- a. **Standing Committee on Facilities:** Director Scheetz reported that, in addition to two items on the Board agenda (Technology Plan and Capital Improvement Plan: Security System), discussion included Phase 1–B of the Master Plan.
- b. **Standing Committee on Finance:** There was not meeting in February. Trustee Sullivan reported that the Committee would review the proposed Working Budget for 2010–2011 at its next meeting.

- c. **Standing Committee on Outreach:** Trustee Jakubowski reported that agenda items included a new look at the lettering project—that is; adding color to the name, “Batavia Public Library,” on the south and west sides of the building—and adult literacy.
- d. **Standing Committee on Services:** Trustee Gibson reported that, in addition to one item on the Board agenda (café lease), the only other agenda item was a progress report on the use of self-check units.
- e. **Batavia Public Library Foundation:** Director Scheetz presented a brief report on the work of the Batavia Public Library Foundation, which continued to explore several fundraising ideas.

Trustee Gibson reported that the Foundation Board was focused on recruiting additional members.

Director Scheetz reported that Lynn M. Elam, the Foundation’s president, and he were delegated to meet with their counterparts with the Batavia Foundation for Education Excellence and the Batavia Parks Foundation to discuss common issues that face governmental foundations.

- f. **Friends of the Batavia Public Library:** Director Scheetz presented a brief report on the work of the Friends of the Batavia Public Library.

At its January meeting, Director Scheetz presented an overview of the Library’s Master Plan to the Friends Board, with a particular focus on the use of the shelled space. The Friends Board decided to submit two proposals to the Library Board on (1) the amount of space allocated to the Friends in the Master Plan, and (2) use of the shelled space for public book sales.

- g. **Library Integrated Network Consortium (LINC):** Trustee Sullivan reported that a written report was included in the Board packet.

He noted that the Governing Board approved the 2010–2011 budget.

13. **A closed session** for “Litigation,” as authorized by 5 ILCS 120/2(c)(11)

Motion by Trustee Babcock to enter closed session for the purpose stated. Seconded by Trustee Jakubowski. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one trustee absent.

The Board entered closed session at 7:33 p.m.

The Board returned to open session at 7:56 p.m.

14. **Future Agenda Items**

Director Scheetz noted that an updated list of future agenda items was included in the Board packet.

15. **Comments from the Board**

In response to a question from Trustee Sullivan, discussion followed on the newspaper reports on the North Suburban Library System’s annual legislative breakfast on Monday, February 15—and, in particular, on legislators’ comments regarding the current fiscal crisis in Illinois.

16. **Next Meetings or Events**

- a. *Washington's Birthday (Observed) (3rd Monday in February)—official name (5 U.S. Code 6103); also known as Presidents Day, Monday, 15 February 2010, Library Open*
- b. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2010*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- d. *PLA 13th National Conference (Portland), Tuesday–Saturday, 23–27 March 2010*
- e. *Good Friday, Friday, 2 April 2010, Library Open; City Closed (“Spring Holiday”)*
- f. *Easter, Sunday, 4 April 2010, Library Closed*
- g. *128th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2010), Sunday, 4 April 2010*
- h. *National Library Week (53rd Annual Observance), Sunday–Saturday, 4–10 April 2010 — to celebrate libraries and librarians and the pleasures and importance of reading, and to invite library use and support — 2010 Theme: Communities thrive @ your library®*
- i. *129th Anniversary of the Batavia Public Library (5 April 1881–2010), Monday, 5 April 2010*

17. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 8:04 p.m.

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary