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MINUTES

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

Special Meeting

Tuesday • 2 March 2010

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:01 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Randall E. Gibson and Douglas S. Sullivan

Committee Members Absent: Maureen A. Jakubowski

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, and Kerry K. Halter

Visitors Present: None

3. **Approve the Agenda**

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

4. **Approve the Minutes:**

a. Special Meeting, Tuesday, 2 February 2010

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

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

b. Closed Session, Tuesday, 2 February 2010

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

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

5. **Library Director: Goals for June 2009–July 2010**

Director Scheetz noted that a report on the status (“completed” or “in progress”) of each goal, including progress notes, was included in the Committee packet. The progress notes for Part B include several recommendations for the Action Teams and/or Standing Committee on Services.

Trustee Gibson expressed the opinion that many—perhaps most—of the “Goals for June 2009–July 2010” were not Library Director’s goals (or objectives), per se, but rather organizational objectives. Discussion followed.

In response to an observation by Trustee Gibson, discussion followed on the responsibilities of a chief executive officer, as well as the appropriate number of objectives.

The consensus of the Committee was that the Library Director probably should have 3–5 specific objectives tied to areas of accountability.

In response to a request from Trustee Gibson, Director Scheetz presented a summary of the 24 objectives / projects identified in the progress report, and which were grouped in three parts, as follows:

- a. Part A—Carried Over from 2008–2009: 3 objectives / projects
- b. Part B—Goals and Objectives / Projects (Year Two: July 2009–June 2010) from the Strategic Plan: 20 objectives / projects
- c. Part C—Setting the Direction (Year Three): 1 objective / project

In response to a question from Trustee Sullivan, Stacey L. Cisneros, head, Adult Services, presented additional background information on Objective B–3, “Provide an SMS / text reference service.”

In response to a question from Trustee Sullivan, discussion followed on Objective B–4, “Establish an online book discussion group ... for One Book, One Batavia.”

Director Scheetz noted that the discussion group was in fact a blog (Web log). Cisneros reported that the Library lacked the human resources needed to manage a year-round discussion group.

In response to a comment by Trustee Gibson, discussion followed on Objective B–9, “Identify and develop a schedule for long-term maintenance issues and capital improvements.

Director Scheetz noted that most (if not all) of the issues were identified in the Master Plan. However, the Master Plan did not present the information in the form of a long-term capital improvements plan, complete with cost estimates and a time schedule.

In response to a comment by Trustee Gibson, discussion followed on the relationship between the two key areas of the Master Plan; that is, long-term maintenance issues and capital improvements and the plan for space utilization.

In response to a question from Trustee Gibson, discussion followed on Objective B-11, “Establish guidelines and train employees to deal effectively with problem behaviors at the Library, and, in particular, on procedures vis-à-vis inappropriate use of the Internet.

Director Scheetz and Cisneros reported on the philosophical approach to problem behaviors, as well as the actual day-to-day practice in dealing with them. Discussion followed.

In response to Objective B-12, “Address meeting room management issues,” Trustee Gibson suggested that a review of the current “Policy on Meeting Rooms” should be a high priority project. Discussion followed.

In response to Objective B-14, “Explore ways and means to increase the use of self-check units,” Trustee Gibson suggested that this project was a high priority.

Kerry K. Halter, Technical Services coordinator, presented a progress report on the DVD project. Discussion followed.

In response to a question from Director Scheetz, related to Objective B-15, “Provide a distinct space for teens,” Cisneros reported on the newfound popularity of the Teen Area with teens, particularly the study carrels.

In response to a question from Trustee Sullivan, discussion followed on Objective B-20, “Explore the possibility of establishing the Library as a focal point for homeschooled students and their families,” and, in particular, on how to identify homeschooled families.

6. **Comments from the Committee**

There were no additional comments from the Committee.

7. **Next Meetings or Events**

- a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2010*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *PLA 13th National Conference (Portland), Tuesday–Saturday, 23–27 March 2010*
- d. *Good Friday, Friday, 2 April 2010, Library Open; City Closed (“Spring Holiday”)*
- e. *Easter, Sunday, 4 April 2010, Library Closed*
- f. *128th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2010), Sunday, 4 April 2010*
- g. *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®*
- h. *129th Anniversary of the Batavia Public Library (5 April 1881–2010), Monday, 5 April 2010*
- i. ***Standing Committee on Services, Tuesday, 6 April 2010, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

j. Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library

8. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:01 p.m.

Respectfully submitted,

George H. Scheetz
Director