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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 March 2010

1. **Call to Order**

In the absence of President Gibson and Vice President Skahan, Secretary Jakubowski was in the chair.

Trustee Jakubowski called the regular meeting to order at 7:02 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

Trustee Jakubowski appointed Trustee Von Lunen as Secretary pro tempore.

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 (via telephone), James F. Trefil, and J. Thomas Von Lunen

Trustee Jakubowski stated that Director Scheetz had received a notice from Trustee Sullivan pursuant to the "Policy on Attendance by a Means Other Than Physical Presence," in which he (Trustee Sullivan) expressed a request to attend the meeting electronically (via telephone). Trustee Jakubowski asked whether there were any objections to the request. Hearing no objections, Trustee Jakubowski declared that Trustee Sullivan was present at the meeting, and eligible to participate and vote.

Trustees Absent: Randall E. Gibson and Edward F. Skahan

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, 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**

Motion by Trustee Trefil to approve the consent agenda, including the following items:

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 16 February 2010
- (2) Closed Session, Tuesday, 16 February 2010

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): February 2010, including General Fund checks (60456–60618) in the amount of \$95,478.80, and payroll and taxes in the amount of \$110,847.21, for a grand total of \$206,326.01 in expenditures

c. **Other Action Items:**

- (1) Capital Improvements Plan: Security System (Standing Committee on Facilities)

Seconded by Trustee Babcock. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried 5–0, with two members absent.

6. **Approve the Agenda**

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

7. **Board of Education:** Review Chapter 3, “Personnel,” of *Serving Our Public 2.0: Standards for Illinois Public Libraries* (2009)

Director Scheetz reported that one of the requirements for the 2010–2011 Per Capita Grant is that the Library must review and report on progress in meeting Chapter 3, “Personnel,” of *Serving Our Public 2.0: Standards for Illinois Public Libraries* (2009).

He summarized his written report on the Library’s compliance with the pertinent core and supplemental standards, which was distributed in the Board packet.

In particular, Director Scheetz highlighted Personnel Standard 2, related to sufficient staffing levels. Given the ever-increasing demand for service, as well as the scope of the mission and strategic plan, the Library does not have sufficient staffing levels. Discussion followed.

8. **Financial Reports**

- 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. There were no questions.

9. **Good News**

- Director Scheetz reported that the 6th Annual Winter Reading Club was a grand success, with participation from 151 families (compared to 93 in 2009) and 119 adults and teens, reading 708 books (compared to 58 in 2009, reading 381 books).
- Director Scheetz reported that the project to rearrange the computer carrels and add more browser boxes for the CDs was completed. Stacey L. Cisneros, department head, Adult Services, reported that additional room for CDs was “a wonderful change.”
- Director Scheetz reported that the Library’s telephone number and Web site were added to cash register receipts at the Check Out Desk, and patrons’ names were removed from the receipts.
- Director Scheetz reported that a settlement was reached in the boiler system replacement project, in the amount of \$12,500.

10. **Correspondence and Communication**

The following items of correspondence and communications were included in the Board packet or distributed at the meeting.

- Article, “Snapshot shows libraries bustle,” *The Chronicle*, Thursday, 11 March 2010, on “Snapshot! One Day in the Life of Illinois Libraries”

Director Scheetz was interviewed for this article.

- Flyer, “Ignite! A Bright Future for Batavia”: Friday, 26 March 2010, 8:00 AM–4:00 PM, Waubensee Community College

Director Scheetz encouraged Trustees to participate in this event.

11. **Director’s and Librarians’ Reports**

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

- **Statistical Reports**

Total Circulation

The total circulation in February reflected an increase of **8.7%** over February 2009 (59,128 compared to 54,395)—for an average of **2,111.7 items** checked out per day over 28 days—or an average of 214.2 items per hour over 276 hours!

Total year-to-date circulation (July 2009–February 2010) reflected an increase of **16.7%** over the same period in the previous fiscal year (489,139 compared to 419,255).

Total Number of Visitors

The total number of visitors in February reflected a 4.4% decrease from February 2009 (26,321 compared to 27,525)—for an average of **940.0 visitors** per day over 28 days—or an average of 95.4 visitors per hour over 276 hours!

Total year-to-date number of visitors (July 2009–February 2010) reflected an increase of **4.6%** over the same period in the previous fiscal year (218,577 compared to 208,954).

- **Other Highlights**

New Lyceum Lecture Series: Director Scheetz reported that the next installment of the New Lyceum Lecture Series was scheduled for Tuesday, April 6, at 7:00 PM.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, presented a final report on the Winter Reading Club for Families.

In addition, Zillman presented information on future programs.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, presented a final report on the Winter Reading Club for Adults and Teens.

In addition, Cisneros presented information on the forthcoming finale of “One Book, One Batavia” on Thursday, March 18.

12. President’s Report

In the absence of President Gibson, there was no President’s Report.

13. Committee and Liaison Reports

- Standing Committee on Facilities:** In the absence of Trustee Skahan, Trustee Von Lunen reported on the work of the Facilities Committee, which included two items on the Board agenda (security system and Master Plan: Phase 1B).
- Standing Committee on Finance:** There was no meeting in March.
- Standing Committee on Outreach:** There was no meeting in March.
- Standing Committee on Services:** In the absence of Trustee Gibson, Director Scheetz reported on the work of the Services Committee, which discussed the Library Director’s goals for 2009–2010.
- Batavia Public Library Foundation:** There was no meeting in March.

- f. **Friends of the Batavia Public Library:** Trustee Babcock reported on the work of the Friends of the Batavia Public Library, which is preparing for its Spring Book Sale, April 30–May 2.

In addition, Trustee Babcock reported that the Friends Board had submitted a proposal—which was included in the Board packet for purposes of information — to use the shelved space as the venue for future book sales. Director Scheetz reported that the proposal would be reviewed by Library staff and presented for consideration by the Standing Committee on Facilities at its April meeting.

- g. **Library Integrated Network Consortium (LINC):** There was no meeting in March.

14. **Capital Improvements Plan: Master Plan: Phase 1–B** (Standing Committee on Facilities)

Trustee Von Lunen reported that the Standing Committee on Facilities has recommended that the Board of Library Trustee retain Woollen, Molzan and Partners, Inc., Architecture, of Indianapolis, Indiana, for professional services for Phase 1–B of the Master Plan, at a cost of \$7,500.00, plus reimbursable expenses. Discussion followed.

In response to a question, Director Scheetz reported that the proposed fee would cover all of the architectural costs through the construction phase unless the scope of work changes. Discussion followed.

Motion by Trustee Von Lunen to retain Woollen, Molzan and Partners, Inc., Architecture, of Indianapolis, Indiana, for professional services, including design, specification, and cost estimation services, for Phase 1–B of the Master Plan, at a cost of \$7,500.00, plus reimbursable expenses, as presented. Seconded by Trustee Trefil. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5–0, with two members absent.

15. **Future Agenda Items**

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

16. **Comments from the Board**

In response to a question from Trustee Sullivan, Director Scheetz provided a report on the status of the Quo Warranto actions.

In response to a question from Trustee Trefil, Zillman provided information on the Strategic Plan objective related to gaming in the Library. Director Scheetz noted that a report on gaming in the Library would be presented to the Standing Committee on Services.

In response to a question from Trustee Trefil, discussion followed on the Museum Adventure Pass presented by Macy's.

17. **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. *129th Anniversary of the Batavia Public Library (5 April 1881–2010), Monday, 5 April 2010*
- h. *National Library Week (53rd Annual Observance), Sunday–Saturday, 11–17 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. *Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

18. **Adjournment**

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

Trustee Jakubowski declared the meeting adjourned at 7:41 p.m.

Respectfully submitted,

Maureen A. Jakubowski
President pro tempore

J. Thomas Von Lunen
Secretary pro tempore