



Agenda Item # 4

**A M E N D E D**

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## **MINUTES**

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

#### *Special Meeting*

Monday • 12 February 2010

1. **Call to Order**

Trustee Jakubowski called the meeting to order at 7:40 a.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Virginia C. Babcock and Maureen A. Jakubowski

**Committee Members Absent:** Edward F. Skahan

**Other Trustees Present:** None

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

**Visitors Present:** None

3. **Approve the Agenda**

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

4. **Lettering**

Trustee Jakubowski expressed an interest in discussing whether to complete the “lettering” project, a proposal to color-fill “Batavia Public Library” in gold above the cornice on the south and west sides of the building.

Director Scheetz reported that one proposal was received from Thomas K. Melvin, of Chicago, Illinois, and a second proposal was pending.

In response to a question from Trustee Babcock, discussion followed on the proposed color. Trustee Babcock suggested that a darker color, such as bronze, might be more suitable.

Director Scheetz provided a brief summary of the project, which was first proposed in early 2006. From the beginning, the primary issue was the proposed color, which has ranged from dark brown to bronze to bright gold. Discussion followed.

The consensus of the Committee was to request additional paint samples, as well as more information on the durability of the paint in an exterior application.

5. **Adult Literacy**

Director Scheetz noted that a report on “Adult Literacy” was included in the Committee packet. Discussion followed.

In response to a comment from Trustee Jakubowski regarding a person connected with the English Language Learner (ELL) program, discussion followed on the need for adult literacy services and (especially) more trained volunteers.

Discussion followed on ideas to expand the adult literacy collection, including grants.

In response to a question from Trustee Babcock, Stacey L. Cisneros, head, Adult Services, provided additional background information on possible gaps in adult literacy services and/or collections. Discussion followed.

In response to a question, Cisneros reported that 1–2 tutors per day used the Library as a convenient place to meet with their students. Discussion followed.

Discussion followed on ways to enhance the partnership with Literacy Volunteers Fox Valley (LVFV).

The consensus of the Committee was to request that Michele M. Martzel, Promotional Services coordinator, suggest an article about LVFV to *Neighbors of Batavia*.

6. **Comments from the Committee**

Trustee Jakubowski asked whether there were other issues for the Committee to take up. Discussion followed.

There were no additional comments by the Committee.

7. **Next Meetings or Events**

In response to a question from Trustee Jakubowski, discussion followed on the schedule of future meetings.

The consensus of the Committee was to schedule a special meeting at such time as the paint samples (and specifications) were available for review.

- a. *Lincoln’s Birthday, Friday, 12 February 2010, Library Open*
- b. *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*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- d. ***Standing Committee on Outreach — No Meeting in March***

- e. Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2010*
- f. Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

8. **Adjournment**

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

Trustee Jakubowski declared the meeting adjourned at 8:09 a.m.

Respectfully submitted,

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George H. Scheetz  
Director