



Agenda Item # 5 a (1)

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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 20 April 2010

1. **Call to Order**

President Gibson called the regular meeting to order at 7:00 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Pledge of Allegiance to the Flag**

Trustee Von Lunen arrived at 7:01 p.m.

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 (arrived at 7:01 p.m.)

Trustees Absent: Edward F. Skahan

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, and Lisa M. Moore

Visitors Present: Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.; Holly A. Deitchman, station manager, 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.

Motion by Trustee Sullivan to approve the consent agenda, to include the following items:

a. **Minutes:**

(1) Regular Meeting, Tuesday, 16 March 2010

b. **Expenditures:**

(1) Expenditures (“Cash Disbursement Detail Report”): March 2010, including General Fund checks (60619–60677) in the amount of \$108,878.03, and payroll and taxes in the amount of \$107,356.67, for a grand total of \$216,234.70 in expenditures.

c. **Other Action Items:**

(1) Job Description: Administrative Secretary (Standing Committee on Services)

Seconded by Trustee Von Lunen. 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**

Director Scheetz requested that a presentation by Holly A. Deitchman, station manager, Batavia Access Television, Inc., be added to the agenda as Agenda Item # 7c.

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

7. **Board Education**

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

Director Scheetz reported that (due to a printing error) the Board did not receive the final four pages of the report for this agenda item in the March packet. The complete report was distributed in the April packet. Discussion followed.

In response to a question from Trustee VonLunen, discussion followed on the recommended staffing levels (Appendix K) and how they relate to Batavia.

b. Review *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 the most recently published standards for Illinois public libraries”; that is, *Serving Our Public 2.0: Standards for Illinois Public Libraries* (2009).

He observed that, each year, one of the requirements for the Per Capita Grant is that the Library “must review and report on progress in meeting” one or more chapters of *Serving Our Public 2.0: Standards for Illinois Public Libraries* (2009), which he applauded as a useful evaluation tool for public libraries. In contrast, he described this particular requirement (“review the ... standards”) as a puzzlement, because it is too general in nature (compared to the chapter review)—and redundant.

Director Scheetz presented an overview of the purpose and scope of the standards, as found in the table of contents, introduction, and guide to “How to Use” *Serving Our Public 2.0: Standards for*

Illinois Public Libraries (2009). In addition, he provided a complete set of the Core Standards (from Chapter 1), a selection of which are examined in detail each year (according to the chapter selected by the Illinois State Library for review).

- c. Batavia Access Television (BATV), Inc., presented by Holly A. Deitchman, its station director

Deitchman noted that the Library was one of five local governments with a permanent seat on the BATV Board of Directors. She reported that the Library currently is represented by Director Scheetz.

Deitchman distributed copies of BATV's annual report to the Board of Library Trustees. She presented an overview of the report and highlighted BATV's latest initiatives, including expanding viewership to AT&T U-verse and offering sponsorship incentives to local businesses.

8. **Financial Reports:** March 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.

Director Scheetz presented an overview of the preparation schedule for the 2010–2011 budget, the initial review of which will take place at the next meeting of the Standing Committee on Finance.

In response to a question from Trustee Gibson, discussion followed on the delta¹ on interest income.

9. **Good News**

- Director Scheetz reported that the events related to One Book, One Batavia drew a record audience, as over 675 persons attended the various programs, including 180 participants at the two appearances by the author.

Trustee Sullivan and Trustee Jakubowski both complimented this year's book selection, *Playing with the Enemy*, by Gary W. Moore.

- Director Scheetz reported the most recent event in the New Lyceum Lecture Series ("The Sustainable Food Movement—Benefits and Barriers" on 6 April 2010) was well-attended and the speaker, Monica Eng, was very engaging.
- Director Scheetz reported that the Library's automated attendant was launched in April with no fanfare and minimal public comment.

10. **Correspondence and Communication**

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

- Article, "Kane County nonprofits utilize Facebook, Twitter," by Eric Schelkopf, *The Chronicle*, Monday, 12 April 2010

¹In common parlance, the mathematical term "delta" (represented as Δ or δ) means "difference."

Director Scheetz was interviewed for this article.

- Letter to Wells Fargo (from Director Scheetz) regarding a bequest to the Library from the Estate of Lois M. Lockhart, in the amount of five percent (5%) of the balance of the estate, “to be used for capital improvements and equipment purchases only.” (16 April 2010)
- Tabloid Section, “St. Charles Literature Festival, April 19–24, 2010

There is an advertisement from the Batavia Public Library (p. 4) in support of the festival—and the St. Charles Public Library, one of its presenters.

11. Director’s and Librarians’ Reports

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

- **Statistical Reports**

Total Circulation

The total circulation in March reflected an increase of **5.5%** over March 2009 (64,853 compared to 61,473)—for an average of **2,092.0** items checked out per day over 31 days—or an average of 207.9 items per hour over 312 hours!

Total year-to-date circulation (July 2009–March 2010) reflected an increase of 15.2% over the same period in the previous fiscal year (553,992 compared to 480,728).

Total Number of Visitors

Total Number of Visitors

The total number of visitors in March reflected an increase of **2.4%** over March 2009 (29,831 compared to 29,135)—for an average of **962.3** visitors per day over 31 days—or an average of 95.6 visitors per hour over 312 hours!

Total year-to-date number of visitors (July 2009–March 2010) reflected an increase of 4.3% over the same period in the previous fiscal year (248,408 compared to 238,089).

- **Other Highlights**

“Ignite! A Better Future for Batavia”: On Friday, 26 March 2010, nearly 90 people took time to dream of a better Batavia, among them Director Scheetz and Lisa M. Moore. The interactive process—which was akin to a live-action “word cloud” as ideas connected, moved around, and reconnected—was chronicled on the “Ignite! Batavia” site on Facebook.

New Lyceum Lecture Series: Director Scheetz announced the tenth event in the New Lyceum Lecture Series, co-sponsored by *The Chronicle*: “The Death and Life of American Journalism,” presented by Robert W. McChesney, professor of communications, University of Illinois at Urbana-Champaign, on Tuesday, 25 May 2010, at 7:00 p.m.

Batavia Writers Workshop: On 8 February 2010, Frank Rutledge became the third facilitator of the Batavia Writers Workshop, a group sponsored by the Batavia Public Library for over 20 years.

Personnel Changes: Director Scheetz drew attention to the many personnel changes since the March report.

- **Report from Youth Services**

In the absence of Joanne C. Zillman, there was no oral report. The written report from Youth Services was included in the Board packet.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular reported that the Lyric Opera Lecture Series has come to an end after many years due to lack of attendance.

In addition, Cisneros reported that Live Homework Help is now promoted by the Batavia Community School District via Twitter and email; and she drew attention to the sharp increase in the use of reference databases.

12. **President's Report**

- **Appoint Trustees to Action Teams**

Trustee Gibson announced that one Trustee was needed to serve on each Action Team in support of the Strategic Plan. Discussion followed. Trustee Gibson assigned Trustees to each Action Team, as follows:

Promote Lifelong Learning and Leisure Pursuits: Trustee Von Lunen
Provide a Welcoming and Comfortable Destination: Trustee Trefil
Support Early Literacy and Formal Learning: Trustee Jakubowski

13. **Committee and Liaison Reports**

a. **Standing Committee on Facilities:** There was no meeting in April.

b. **Standing Committee on Finance:** Trustee Sullivan reported that the minutes of the committee meeting were included in the Board packet.

The work of the committee included a discussion on group medical insurance and the guidelines for the Working Budget for 2010–2011.

In response to a question from Trustee Von Lunen, discussion followed on group medical insurance rates and options.

c. **Standing Committee on Outreach:** Trustee Jakubowski reported that the minutes of the committee meeting were included in the Board packet.

The work of the committee included one item on the Board agenda (lettering).

d. **Standing Committee on Services:** Trustee Gibson reported that the minutes of the committee meeting were included in the Board packet.

The work of the committee included three items on the Board agenda (job description for Administrative Secretary, compressor / air-cooled chiller, and book sale / shelved space).

- e. **Batavia Public Library Foundation:** There was no meeting in April.
- f. **Friends of the Batavia Public Library:** There was no meeting in April.
- g. **Library Integrated Network Consortium (LINC):** Trustee Sullivan reported that a written report was included in the Board packet.

He noted that the LINC Governing Board had elected new officers at its April meeting.

14. **Compressor/Air-Cooled Chiller** (Standing Committee on Services)

Director Scheetz noted that a report was included in the Board packet, and that the Standing Committee on Services has recommended the emergency purchase and installation of a compressor / air-cooled chiller for the Batavia Public Library. One of the Library's two (2) compressor / air-cooled chiller units has failed and needs to be replaced.

Director Scheetz reported that, according to Attorney Roger A. Ritzman, this project may be construed as exempt (as an emergency project) from the requirements of 75 ILCS 16 / 4-45, which requires projects, when the cost is in excess of \$20,000.00 to be bid competitively.

In response to a question from Trustee Von Lunen, discussion followed on the warranty. The Standing Committee on Services supported awarding the contract without the optional extended warranty.

In response to a question from Trustee Babcock, discussion followed on whether the Library could purchase a different brand (at a lower cost). Trustee Gibson stated that the two units needed to be the same to work together properly.

Motion by Trustee Sullivan to approve a contract with International Piping Systems (IPS), Inc., of Schaumburg, Illinois, to install a replacement compressor / air-cooled chiller unit at the Batavia Public Library, at a cost of \$18,689.00; and to approve a contract with Industrial Noise Control, Inc., of North Aurora, Illinois, to remove and reinstall the sound enclosure for the compressor / air-cooled chiller units, at an estimated cost of \$2,500.00; for a total project cost of approximately \$21,189.00, as presented. to employ International Piping Systems to install the chiller. Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6-0, with one trustee absent.

15. **Lettering** (Standing Committee on Outreach)

Trustee Jakubowski noted that a report was included in the Board packet, and that the Standing Committee on Outreach has recommended the completion of the "lettering" project, a proposal to color-fill the letters "Batavia Public Library" above the cornice on the south and west sides of the building. Discussion followed.

In response to a question from Trustee Von Lunen, discussion followed on color durability and methodology. Director Scheetz noted that (as reported by Thomas K. Melvin) the Iridescent Gold (Fine) pigment includes ground mica, which is immutable, and acrylic paint, which is durable over time.

In response to a question from Trustee Sullivan, discussion followed on the two proposals received for this project. Director Scheetz reported that the consensus of the Committee was to enter into an agreement

with Thomas K. Melvin as “the lowest responsible bidder” for reasons of responsiveness and apparent understanding of the project.

Trustee Gibson stated that the successful contractor should be 100% responsible for safety, provide a certificate of insurance, and hold the Library harmless in case of accident.

Motion by Trustee Jakubowski to retain Thomas K. Melvin, of Chicago, Illinois, in the amount of \$1,500.00 for materials and labor to color-fill the lettering—“Batavia Public Library”—above the cornice on the south and west sides of the building, using Iridescent Gold (Fine) acrylic pigment by Golden Artist Colors, Inc.; and to approve a total project cost estimated at \$2,425.00, to include approximately \$925.00 for the lease of scaffold / lease equipment by the Library, as presented. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one trustee absent.

16. **Book Sale / Shelled Space** (Friends of the Batavia Public Library—Standing Committee on Services)

Director Scheetz presented an overview of the Board report, which included the original report to the Standing Committee on Services and a new proposal by the Library Director.

Trustee Gibson presented a summary of the proposal submitted by the Friends of the Batavia Public Library and the discussion at the Services Committee meeting. The original proposal was not approved by the Fire Marshal. Nonetheless, Trustee Gibson expressed an interest in exploring options to help the Friends Board achieve its objectives in relation to the book sale. Discussion followed.

Director Scheetz presented a counter-proposal that was compatible with both the Master Plan approved by the Board and the Fire Code; would allow the Library to implement a portion of the Master Plan sooner than anticipated; and would allow an opportunity for the Friends Board to conduct book sales on the Lower Level of the Library (as proposed). Discussion followed.

In response to a question from Trustee Von Lunen, discussion followed on the possible use of two separate doors, or perhaps a double door, to the book sale area.

In response to a question from Trustee Von Lunen, discussion followed on the next steps.

Director Scheetz suggested that next steps would include a new review by the Fire Marshal, an investigation of project cost, and ultimately Board approval to design the project. Discussion followed.

In response to a question from Trustee Von Lunen, discussion followed on the cost to completely build out the shelled space as proposed in the Master Plan. Director Scheetz noted that the completion of the Business Office would require a partial reconfiguration of the stacks in Youth Services. Trustee Gibson noted that the project cost would be significant.

The consensus of the Board supported Director Scheetz following up with the Fire Marshal and getting estimated costs for the project.

The consensus of the Board was to invite representatives of the Friends Board to the next Services Committee meeting in order to continue the dialogue regarding this project.

Director Scheetz noted that the Friends Board was scheduled to meet on Thursday, 22 April 2010, two days after the Library Board meeting.

17. **Future Agenda Items**

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

18. **Comments from the Board**

There were no additional comments from the Board.

19. **Next Meetings or Events**

- a. *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®*
- b. ***Board of Library Trustees (Regular Meeting), Tuesday 18 May 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- c. *Children’s Book Week (91st Annual Observance) Monday – Sunday, 10-16 May 2010*
- d. *Sunday before Memorial Day, Sunday 30 May 2010, Library Closed*
- e. *Memorial Day (Observed) (last Monday in May), Monday 31 May 2010, Library Closed*
- f. *Summer Library Hours on Sunday Begin (1:00 – 4:00 p.m.), Sunday, 6 June 2010*
- g. ***Board of Library Trustees (Regular Meeting), Tuesday 15 June 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- h. *ALA Annual Conference (Washington, D.C.), Thursday – Wednesday 24 -30 June 2010*

20. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 8:38 p.m.

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary