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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 18 May 2010

1. **Call to Order**

In the absence of President Gibson and Vice President Skahan, Treasurer Sullivan was in the chair.

Trustee Sullivan called the regular meeting to order at 7:01 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

In the absence of Secretary Jakubowski, Trustee Sullivan 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 (arrived at 7:12 p.m.), Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

Trustees Absent: Maureen A. Jakubowski and Edward F. Skahan,

Staff Members Present: Deputy Director Joanne C. Zillman, Stacey L. Cisneros, Joy K. Ganster, Kerry K. Halter, Lisa M. Moore

Staff Members Absent: Director George H. Scheetz

Visitors Present: Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.; and Laura M. Mannion, assistant vice president for Resource Development, College of DuPage, Glen Ellyn, Illinois

4. **Comments from the Audience**

There were no comments from the audience.

The order of the agenda was suspended in order to consider Agenda Item # 7 a.

7. **Board Education**

- a. **“A Listening Tour,”** presented by Laura M. Mannion, assistant vice president for Resource Development, College of DuPage, Glen Ellyn, Illinois

Trustee Gibson arrived at 7:12 p.m.

Mannion presented information on new programs at the College of DuPage and a potential referendum for the November ballot. Discussion followed.

Mannion left the meeting at 7:20 p.m.

The order of the agenda was restored.

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 (2). The consensus of the Board was to remove this item from consent agenda and add it to the regular agenda as Agenda Item # 15.

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

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 20 April 2010

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): April 2010, including General Fund checks (60778–60958) in the amount of \$120,224.72, and payroll and taxes in the amount of \$141,123.98, for a grand total of \$261,368.70 in expenditures

c. **Other Action Items:**

- (1) An Ordinance Adopting a “Policy on Service to Non-Residents”: ORDINANCE 2010–001
- ~~(2) Group Medical Insurance (Standing Committee on Finance)~~
- (3) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

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

6. **Approve the Agenda**

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

7. **Board Education**

a. ~~“A Listening Tour”~~

b. **Review “Bylaws of the Board of Library Trustees”**

One of the requirements for the 2010–2011 Per Capita Grant is, “Review the library’s bylaws.” A copy of the Bylaws was included in the Board packet. Discussion followed.

In response to a question from Trustee Von Lunen, Business Manager Ganster reported that the grant is budgeted at \$1.25 per capita, but the actual award in 2009–2010 was approximately \$1.02 per capita. This expenditure appears as a separate line item in the Working Budget and only the amount received is actually spent.

c. **Going Green at the Library: Review of Existing Programs**

According to the Board report prepared by Director Scheetz:

- One of the requirements for the 2010–2011 Per Capita Grant is that “library board and staff must work together to support ‘Going Green’ at the library.”
- The stated purpose of this requirement is to “make the library more environmentally friendly as envisioned by the Green Governments Illinois Act [20 ILCS 3954].”
- The Library does not have an “environmental sustainability plan,” as envisioned by the aforementioned Act, nor has the Illinois State Library required the Library to develop one, per se.

In support of this requirement, a report was included in the Board packet that provided an overview of the Library’s informal plan to make itself “more environmentally friendly,” as described by established objectives and current practices in relation to environmental sustainability. Discussion followed.

8. **Financial Reports:** April 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. There were no questions.

9. **Good News**

- Business Manager Ganster reported that the Library’s automated attendant, which was launched in April, has significantly reduced the workload in Circulation Services and has received minimal public comment.

10. **Correspondence and Communications**

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

- Column, “Batavia Talk: Batavia Hall of Fame is an idea worth pursuing,” by Tom Parisi, *Batavia Sun*, Wednesday, 12 May 2010, p. 2

Director Scheetz was interviewed for this article.

11. **Director’s and Librarians’ Reports: April 2010**

- **Statistical Reports**

Total Circulation

The Library went over the 600,000 mark in circulation during April 2010—two months earlier than in 2009!

The total circulation in April reflected an increase of **0.55%** over April 2009 (57,468 compared to 57,160)—for an average of **1,981.7 items** checked out per day over 29 days (the Library was closed on April 4 for Easter)—or an average of 197.5 items per hour over 291 hours!

Total year-to-date circulation (July 2009–April 2010) reflected an increase of **13.7%** over the same period in the previous fiscal year (611,460 compared to 537,888).

Total Number of Visitors

The total number of visitors in April reflected a slight decrease of 2.3% from April 2009 (26,157 compared to 26,764)—for an average of **902.0 visitors** per day over 29 days (the Library was closed on April 4 for Easter)—or an average of 89.9 visitors per hour over 291 hours!

Total year-to-date number of visitors (July 2009–April 2010) reflected an increase of **3.7%** over the same period in the previous fiscal year (274,565 compared to 264,853).

- **Report from Deputy Director**

Deputy Director Zillman reported that Director Scheetz recently celebrated his fifth anniversary as Library Director.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular reported that the department is getting ready for the Summer Reading Club.

In addition, Zillman reported that Librarian Deborah L. Hassi produced a video featuring students from Rotolo Middle School, which will run on Batavia Access Television (BATV) and the Library’s Web site.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, presented information on the forthcoming New Lyceum Lecture Series event on Tuesday, May 25. Robert W. McChesney will discuss “The Death and Life of American Journalism.”

In addition, Cisneros commented on the high satisfaction rating that the Adult Services department has received over the past 5½ years; that is, some 95% of patrons surveyed were satisfied with the service they received at the Reference Desk.

In response to a question from Trustee Sullivan, Cisneros reported that Live Homework Help was a popular service that will continue to be provided by the Library and the School District.

Finally, Cisneros reported that Adult Services would launch a text reference service in June, in which patrons could text questions to a Reference Librarian from their mobile telephones.

12. **President’s Report**

President Gibson stated that he had no special report.

13. **Committee and Liaison Reports**

- a. **Standing Committee on Facilities:** There was no meeting in May.
- b. **Standing Committee on Finance:** Trustee Sullivan reported that, in addition to one item on the Board agenda (group medical insurance), discussion included the Working Budget for 2010–2011, for which the committee would conduct a final review in June. He noted that the approval of the Working Budget for 2010–2011 may require some difficult decisions by the Board.
- c. **Standing Committee on Outreach:** There was no meeting in May.
- d. **Standing Committee on Services:** Trustee Gibson reported that, in addition to two items on the Board agenda (service to non-residents and express check out service), discussion included the following issues:

- **Book Sale / Shelled Space:** Agreement with Friends of the Batavia Public Library

President Gibson reported that the committee followed up on the Board discussion in April on the proposed Book Sale Area. Several representatives of the Friends Board attended the meeting to participate in the committee discussion.

The committee decided to meet with representatives of the Friends Board in order to begin to discuss a joint agreement to develop the Book Sale Area.

- **Gaming Services**

Deputy Director Zillman presented highlights from the report on gaming services, which recommended that the Library check out games for various electronic game platforms, such as Xbox (Nintendo), PlayStation 3 (Sony), and Wii (Nintendo). Discussion followed.

- Text Reference Service

Cisneros reported that Adult Services would launch a text reference service in June, in which patrons could text questions to a Reference Librarian from their mobile telephones.

- Hall of Fame: Batavia Citizen of the Year

As reported in the *Batavia Sun*, several residents of Batavia, including the Library Director, are investigating the creation of a community steering committee to develop a “Batavia Citizen of the Year Hall of Fame.”

Trustee Gibson noted that the steering committee has discussed possible sites for the Hall of Fame, including the Library (among other locations). Discussion followed.

The consensus of the Board supported the idea of a Hall of Fame, with the proviso that the Library probably should not be the lead agency in charge of the project.

- e. **Batavia Public Library Foundation:** President Gibson presented a brief report on the work of the Batavia Public Library Foundation, which has continued to explore the idea of a “Bulldogs on Parade” project in collaboration with other local governmental foundations

In addition, the Foundation Board discussed the possibility of conducting a second annual “Library Links!” event, which (if held) would take place on Sunday, 24 October 2010.

- f. **Friends of the Batavia Public Library:** Trustee Babcock presented a brief report on the work of the Friends of the Batavia Public Library, which conducted its latest book sale on April 30–May 1.

There was no meeting in April due to preparations for the book sale, which raised over \$5,500—which was somewhat less than the previous sale in September 2009. Trustee Babcock commented that the book sale had significant competition this time around.

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

14. **Express Check Out Service (Use of Self Check Units)** (Standing Committee on Services)

Kerry K. Halter, Technical Services coordinator, provided an overview of the Board report prepared by Director Scheetz in relation to a project designed to increase the use of self-check units from the current rate (25.3%) to at least 40.0% by 30 June 2011.

At its meeting on Tuesday, 11 May 2010, the Standing Committee on Services recommended that the Board of Library Trustees approve the project.

Halter described a proposal from 3M Library Systems, of St. Paul, Minnesota, to purchase new self-check units, disc media unlocking units, and related equipment, technology, and supplies, as well as the conversion of the DVD collection to accommodate the new equipment. Discussion followed.

In response to a question from Trustee Trefil, discussion followed on whether the project’s return on investment (ROI) and impact on the work load in Circulation Services.

Trustees Sullivan and Gibson both stated that the current self-check units were over eight years old and in need of replacement.

Motion by Trustee Sullivan to approve a proposal from 3M Library Systems, of St. Paul, Minnesota, to purchase new self-check units, disc media unlocking units, and related equipment, technology, and supplies, in the amount of \$63,291.00, plus a shipping and handling fee, as presented, and approve the conversion of the DVD collection to accommodate the new equipment. Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Gibson, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5–0, with two members absent.

As noted in the Board report, according to Attorney Roger A. Ritzman, this project may be construed as exempt 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. The exemption is predicated on the extensive product research and technical review undertaken by the Library, which resulted in the determination that the recommended equipment is the *only adequate option* for the Library.

15. **Group Medical Insurance** (Standing Committee on Finance)

At the request of President Gibson, Business Manager Ganster provided an overview of the Board report prepared by Director Scheetz in relation to a group medical insurance plan for the Batavia Public Library for the year beginning 1 June 2010.

At its meeting on Tuesday, 11 May 2010, the Standing Committee on Finance recommended that the Board of Library Trustees approve the group medical insurance plan, to include three plan options with the current provider (BlueCross BlueShield of Illinois) and revised employees’ contribution rates.

Business Manager Ganster and Trustee Sullivan, as chair of the Standing Committee on Services, attested to the Library’s due diligence in the development of the group medical insurance plan, as described in the Board report. Discussion followed.

As noted in the Board report, approval of the recommended action would change the group medical insurance plan as follows:

- Add a third plan option, BlueChoice Select, which is a selected-network PPO
- Change the Library’s contribution rates from 100% / 50% for employees / dependents (for the current plan options) to the following rates (for the new plan options):

Contribution Rates	Employee Plan	Dependent Plans
BlueAdvantage HMO	100% Library / 0% Employee	50% Library / 50% Employee
BlueChoice Select	95% Library / 5% Employee	45% Library / 55% Employee
BluePrint PPO	85% Library / 15% Employee	35% Library / 65% Employee

Trustee Gibson expressed support for the Action Plan included in Section E–3–d of the Board report, which stated that the Library planned to follow up with both the Local Government Health Plan and the North Suburban Library System—as well as other possible insurance pools—in the first quarter of the fiscal year, in order to ascertain current rates and terms of membership, and evaluate whether to recommend to the Board of Library Trustees that the Library should join a consortium (insurance pool).

Motion by Trustee Von Lunen to approve the group medical insurance plan, to include three plan options with the current provider (BlueCross BlueShield of Illinois) and revised employees’ contribution rates, as presented. Seconded by Trustee Sullivan. Roll Call: Babcock, aye; Gibson, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5–0, with two members absent.

16. **Future Agenda Items**

An updated list of future agenda items was included in the Board packet.

17. **Comments from the Board**

There were no additional comments from the Board.

18. **Next Meetings or Events**

- a. *Children's Book Week (91st Annual Observance), Monday–Sunday, 10–16 May 2010*
- b. *Sunday before Memorial Day, Sunday, 30 May 2010, Library Closed*
- c. *Memorial Day (Observed) (last Monday in May), Monday, 31 May 2010, Library Closed*
- d. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.), Sunday, 6 June 2010*
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 June 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- f. *ALA Annual Conference (Washington, D.C.), Thursday–Wednesday, 24–30 June 2010*
- g. *Independence Day, Sunday, 4 July 2010, Library Closed*
- h. *Observance of Independence Day, Monday, 5 July 2010, Library Closed*
- i. *Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

19. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 8:23 p.m.

Respectfully submitted,

Randall E. Gibson
President

J. Thomas Von Lunen
Secretary pro tempore