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MINUTES

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

Special Meeting

Tuesday • 9 June 2010

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:16 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 and Joanne C. Zillman

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:** Special Meeting, Tuesday, 11 May 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.

5. **Strategic Plan: Objectives / Projects for 2010–2011** (Final Review)

Director Scheetz reported that each of the three Action Teams provided progress reports and recommendations in relation to the Objectives / Projects for Year Two (July 2009–July 2010) and provided recommendations for new Objectives / Projects for Year Three (July 2010–June 2011). A combined report was included in the Committee packet.

Discussion followed on the following Objectives / Projects:

- “Explore whether to (1) provide a digital signage system for more effective and dynamic communications and marketing at point of purchase, or (2) use the online public-access catalog (OPAC) for this purpose, or (3) both options” [Year Three]

In response to a suggestion from Trustee Gibson, discussion followed on the use of large-format televisions at point of purchase. Director Scheetz reported that turnkey systems were available, as well.

- “Develop a branded, high-quality lecture series focused on contemporary issues (broadly conceived) and the exchange of ideas” [Year One]

Trustee Gibson acknowledged the success of the New Lyceum Lecture Series and encouraged the Library to (continue to) pursue collaborative partnerships as a way of funding new programs in the series.

- “Expand the art gallery (by more aggressive solicitation of art, more aggressive promotion, and a renewed focus on local artists)” [Other Ideas for Future Consideration]

Trustee Gibson expressed support for this idea.

Director Scheetz noted that, even though this is not a current Objective / Project, progress was made on the first two elements (“more aggressive solicitation of art, more aggressive promotion”) simply by moving responsibility for the art gallery to Promotional Services.

- “Implement AquaBrowser Library® as a different approach to the online public-access catalog (OPAC)” [Year Three]

In response to a question from Trustee Sullivan, discussion followed on the implementation schedule for AquaBrowser Library.

- “Develop a service around the Barrie H. Thorpe Collection of Phonograph Records” [Other Ideas for Future Consideration]

In response to a question from Trustee Gibson, discussion followed on the Barrie H. Thorpe Collection of Phonograph Records.

- “Review “Policy on Conduct” and “Policy on Unattended Children” and revise as needed” [Year Three]

In response to a comment by Trustee Gibson, discussion followed on the Action Team’s recommendation. Director Scheetz suggested that it may be appropriate to combine the “Policy on Unattended Children” with the “Policy on Conduct.” Discussion followed.

The consensus of the Committee supported the idea of developing a combined policy.

- “Develop an Environmental Sustainability Plan” [Other Ideas for Future Consideration]

In response to a comment by Trustee Gibson, discussion followed on whether the Library should develop an environmental sustainability plan. Trustee Gibson noted that the Library could take a public leadership role with such a project.

In response to a comment by Director Scheetz, discussion followed on the report, “Going Green at the Library,” which was discussed by the Board at its May meeting.

In response to a question from Trustee Sullivan, discussion followed on whether adding “Develop an Environmental Sustainability Plan” to the list of Objectives / Projects.

The consensus of the Committee was not to recommend adding “Develop an Environmental Sustainability Plan” as part of the Objectives / Projects for Year Three due to its high cost (in terms of staff time and financial resources) and its limited return on investment in comparison to other projects.

However, the further consensus of the Committee was to recommend that the Board consider whether to add a new objective, “Develop an Environmental Sustainability Plan,” either (a) in addition to the fourteen (14) recommended Objectives / Projects, or (b) in lieu of one or more the recommended Objectives / Projects.

In response to a suggestion from Trustee Sullivan, discussion followed on whether to investigate the option of working with a professional consultant to develop an environmental sustainability plan for the Library.

- “Produce a video on the importance of early literacy targeted to parents of infants (from birth to 12 months old)” [Year Three]
- “Develop programs and/ or materials (pathfinders, etc.) targeted to preschool children (from 3–6 years old) with special needs and their caregivers” [Year Three]

In response to a question from Trustee Gibson, Deputy Director Zillman reported on possible ways to reach the target audience for these Objectives / Projects.

The consensus of the Committee supported the recommendations of the Action Teams.

Motion by Trustee Sullivan that the Board of Library Trustees (1) consider whether to add a new objective, “Develop an Environmental Sustainability Plan,” either (a) in addition to the fourteen (14) recommended Objectives / Projects, or (b) in lieu of one or more the recommended Objectives / Projects; and (2) approve the Goals and Objectives / Projects for Year Three (July 2010–June 2011) in support of the Strategic Plan, as presented (or revised). Seconded by Trustee Gibson. All: Aye. The motion carried.

6. **Salary Adjustments for 2010–2011**

Director Scheetz reported that the following options for use of a “salary pool” for 2010–2011 were submitted to the Standing Committee on Finance (as part of the Working Budget for 2010–2011) on Tuesday, 1 June 2010:

- Option A (\$40,127): Employees (14) “under minimum” on Salary Schedule (\$15,227) + 2.0% merit pool for salary adjustments for eligible employees “over minimum” (\$23,668)
- Option B (\$53,503): Employees (14) “under minimum” on Salary Schedule (\$15,227) + 2.0% across-the-board salary adjustment for eligible employees “over minimum” (\$23,668) and 1.0% merit pool (\$11,834)

Director Scheetz reported that the Standing Committee on Finance recommended Option A to the Board of Library Trustees. Discussion followed.

The consensus of the Committee supported the recommendation from the Standing Committee on Finance (Option A).

7. **Homeschooled Students**

Director Scheetz noted that a report by Joanne C. Zillman, head, Youth Services, and Deborah L. Hassi, Youth Services librarian, was included in the Committee packet.

This Objective / Project was identified in the Strategic Plan, as follows:

***Strategic Plan:** Priority: Support Early Literacy and Formal Learning—Goal: To provide resources to support students of all ages in programs of formal learning—Objectives / Projects: Explore the possibility of establishing the Library as a focal point for homeschooled students and their families (e.g., conduct a needs assessment)*

Zillman presented an overview of her report. Discussion followed.

In response to a question from Trustee Sullivan, discussion followed on identifying homeschooled students and their families.

Zillman reported that the State of Illinois does not require homeschooled students to register with local school districts. In the normal course of business, as well as by using survey instruments, the Library has identified ≈20–25 such families.

Zillman reported that the Library does not plan to produce special programs exclusively for homeschooled students and their families. Discussion followed.

In response to a question from Trustee Sullivan, discussion followed on collection development. Zillman noted that several useful suggestions were gleaned from surveys.

Director Scheetz reported that this particular Objective / Project was completed.

The consensus of the Committee supported the action plan, as presented in the written report. No formal action was taken.

8. **Performance Appraisal for Library Director: Review Process for 2009–2010**

Director Scheetz presented an outline of the review process

- The final progress report on “Library Director: Goals for July 2009–June 2010” was distributed to the Board of Library Trustees with the “Performance Appraisal for Library Director” instrument(s).
- Deadline for Trustees to return appraisal instrument(s) to Board President—postmark by Thursday, June 10.
- The Areas of Accountability (as established in 2009) were distributed with the Performance Appraisal packet.
- President Gibson requested the use of the 360-degree feedback instrument as part of the review process; a “360-Degree Feedback for Library Director” letter was distributed to the Management Team.
- Discussion of the Library Director’s evaluation scheduled as part of the Board meeting on Tuesday, June 15.

In response to a question from Director Scheetz, discussion followed on how to establish “Goals for July 2010–June 2011” (for the Library Director).

Trustee Gibson reported that he would develop a list of proposed goals for Board discussion.

9. **Other Projects**

Director Scheetz reported that several standard items, which are presented to the Board of Library Trustees each June, are now being prepared. A brief discussion followed on each item, all of which were delineated on the agenda.

a. **An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2010–2011**

Director Scheetz reported that the Board of Library Trustees is required by the Illinois Compiled Statutes to adopt this Ordinance every year.

b. **A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2011”** (Illinois State Library)

Director Scheetz reported that the “Renewal Agreement” had not yet arrived from the Illinois State Library. In past year, this agreement has usually arrived on the eve of the Board meeting.

10. **Comments from the Committee**

There were no additional comments from the Committee.

11. **Next Meetings or Events**

- a. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.), Sunday, 6 June 2010*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 15 June 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *ALA Annual Conference (Washington, D.C.), Thursday–Wednesday, 24–30 June 2010*
- d. *Independence Day, Sunday, 4 July 2010, Library Closed*
- e. *Observance of Independence Day, Monday, 5 July 2010, Library Closed*
- f. ***Standing Committee on Services—No Meeting in July***
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. ***Standing Committee on Services, Tuesday, 3 August 2010, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- i. *Staff Development Day (4th Friday in August), Friday, 27 August 2010, Library Closed (Scheduled Work Day for All Employees)*
- j. *Library Card Sign-Up Month, September 2010 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- k. *Sunday before Labor Day, Sunday, 5 September 2010, Library Closed*
- l. *Labor Day (1st Monday in September), Monday, 6 September 2010, Library Closed*

12. **Adjournment**

Trustee Gibson declared the meeting adjourned at 6:50 p.m.

Respectfully submitted,

George H. Scheetz
Director