



www.BataviaPublicLibrary.org

MINUTES

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

Special Meeting

Wednesday • 28 July 2010

1. **Call to Order**

Trustee Jakubowski called the meeting to order at 2:01 p.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, 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. **Approve the Minutes:** Special Meeting, Friday, 9 April 2010

Trustee Jakubowski asked whether there were any changes to the minutes, copies of which were distributed in advance of the meeting.

Motion by Trustee Babcock to approve the minutes of the special meeting, as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

5. **Lettering**

Director Scheetz reported that the purpose of this agenda item was to review the completed “lettering” project.

At the request of Trustee Jakubowski, Director Scheetz reported on his conversations with the artist, Thomas K. Melvin.

In response to the observation that the color looks different on the west side of the building in comparison to the south side, Melvin reported that the same color was used on both sides. Melvin attributes the difference in the appearance of the letters on the south side primarily to the quality of light on the west side. He noted that, on the south side, the letters are always in shadow throughout the day, which makes a difference. Discussion followed.

In response to a comment by Trustee Jakubowski, discussion followed on various topics related to the lettering project, including the color and feedback from the community.

The consensus of the Committee was that the lettering project was completed.

Director Scheetz made the observation that the letters on the west side are well-lit by floodlights at night, a feature that is lacking on the south side. He asked whether floodlights should be installed on the south side of the building. Discussion followed.

The consensus of the Committee opposed the idea of installing new floodlights on the south side of the building, in part for logistical reasons.

6. **Comments from the Committee**

In response to a request from Trustee Jakubowski, the Committee engaged in an open discussion of possible future initiatives and other issues that may affect the work of the Committee, as follows:

- In response to a question from Martzel, discussion followed on whether to develop a plan to purchase works of art for the Library.
- In response to a question from Deputy Director Zillman, discussion followed on the Committee's charge (as identified in the Bylaws).
- In response to a suggestion by Trustee Babcock, discussion followed on outreach to children, including (but not limited to) the role of volunteers in such an effort and the creation of a deposit collection at key locations in the community.

The consensus of the Committee was that outreach to children and their families should be explored further in the context of the Strategic Plan for 2011–2012.

- Director Scheetz identified several current and future initiatives in relation to the work of the Committee, including the Library's 130th anniversary in April 2011, the Board of Library Trustees' 130th anniversary in April 2012, the increased use of the Lobby display cases under the leadership of Promotional Services, the Hall of Fame for Batavia Citizens of the Year in collaboration with the Batavia Chamber of Commerce, and the Library Leaders program.
- Director Scheetz noted that the Committee was responsible for carrying out the provisions of the "Policy on Art."
- In response to a comment by Trustee Babcock, discussion followed on public programs / events that focused on music, including (but not limited to) the Fox Valley Children's Chorus, the use of the Barrie H. Thorpe Collection of Phonograph Records, and the Elgin Youth Symphony Orchestra.

7. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

- b. *Staff Development Day (4th Friday in August), Friday, 27 August 2010, Library Closed (Scheduled Work Day for All Employees)*
- c. *Library Card Sign-Up Month, September 2010 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. *Sunday before Labor Day, Sunday, 5 September 2010, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 6 September 2010, Library Closed*
- f. ***Standing Committee on Outreach, Friday, 10 September 2010, 7:30 a.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 12 September 2010*
- h. *Regular Meeting, Tuesday, 21 September 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 3:00 p.m.

Respectfully submitted,

George H. Scheetz
Director