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MINUTES

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

Special Meeting

Tuesday • 11 May 2010

1. **Call to Order**

The meeting location was changed from the Elizabeth L. Hall Conference Room to the Group Study Room (Upper Level) of the Batavia Public Library.¹

Trustee Gibson called the meeting to order at 6:02 p.m. in the Group Study Room (Upper Level) of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Randall E. Gibson, Maureen A. Jakubowski, and Douglas S. Sullivan

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, Kerry K. Halter, and Joanne C. Zillman

Visitors Present: Karen LaBarbera, Barbara Palmer, and Daniel Russo, members, Board of Directors, Friends of the Batavia Public Library

3. **Approve the Agenda**

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

4. **Approve the Minutes:** Special Meeting, Tuesday, 6 April 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.

¹Notice of the change of location was duly posted at the entrance to the Elizabeth L. Hall Conference Room in compliance with the provisions of the Open Meetings Act [5 ILCS 120].

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

5. **Book Sale / Shelled Space** (Friends of the Batavia Public Library)

Director Scheetz presented an overview of his report (and recommendation), which was included in the Committee packet. The construction cost was estimated at \$30,000 by Woollen, Molzan and Partners, Inc., Architecture. The fee for professional services was estimated at 15% of the construction cost. Discussion followed.

Director Scheetz noted that the counter-proposal (as described in his report) was presented to the Board of Library Trustees on Tuesday, 20 April 2010, and the Board of Directors of the Friends of the Batavia Public Library on Thursday, 22 April 2010—and received a positive response on both occasions.

In response to a question from Trustee Sullivan, discussion followed on life safety issues.

Trustee Gibson expressed support for the proposal. Prior to retaining the architects for design development work, he suggested the need for a development agreement by and between the Library Board and the Friends Board, which should address various issues related to the project, including how to share the costs associated with design and construction, purpose of the space, and possibly out-of-pocket costs such as rent and utility expenses. Discussion followed.

Trustee Gibson suggested that it might be possible to acquire used steel shelving (stacks) from libraries under construction. Discussion followed.

In response to a comment by Zillman, discussion followed on feedback from Youth Services and the potential impact of conducting book sales on the Lower Level of the Library.

In response to a question from Trustee Sullivan, discussion followed on the source of funds for the project. Trustee Gibson suggested that one possible source of funds was the grant from the Illinois Department of Commerce and Economic Opportunity originally intended for the ill-fated community sign project.

In response to a question from Director Scheetz, discussion followed on next steps, which focused on the need for the aforementioned development agreement. Trustee Gibson and Director Scheetz agreed to schedule a meeting with representatives of the Friends Board for this purpose.

LaBarbera, Palmer, and Russo left the meeting at 6:21 p.m.

In response to a question from Director Scheetz, Trustee Gibson stated that he wanted to represent the Library at the meeting to discuss a development agreement.

In response to an observation by Zillman, discussion followed on the probable logistics of operating a book sale on the Lower Level of the Library.

Trustee Gibson left the meeting at 6:28 p.m. In his absence, Trustee Sullivan was in the chair.

In response to a question from Trustee Sullivan, discussion followed on whether the proposed use of the shelled space had value to the Library.

Trustee Gibson returned to the meeting at 6:35 p.m.

6. **Express Check Out Service (Use of Self-Check Units)**

Director Scheetz noted that a report by Kerry K. Halter, Technical Services coordinator, et al., was included in the Committee packet.

Halter reported that the task force recommended the purchase of two new self-check units from 3M Library Systems, at an estimated cost of \$65,700. Discussion followed.

Halter presented additional background information on this Objective / Project, which was identified in the Strategic Plan, as follows:

Strategic Plan: Priority: Provide a Welcoming and Comfortable Destination—
Goal: To facilitate improved use of the facility—Objectives / Projects Year Two: July 2009–June 2010): Explore ways and means to increase the use of self-check units

Discussion followed.

In response to a question from Trustee Gibson, discussion followed on the cost of labor to implement the task force's recommendation, as described in detail in its report.

Motion by Trustee Sullivan to recommend that the Board of Library Trustees 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 \$65,700.00 (pending the final quotation), plus a shipping and handling fee, as presented, and approve the conversion of the DVD collection to accommodate the new equipment. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

Trustee Gibson left the meeting at 6:48 p.m. (and did not plan to return). In his absence, Trustee Sullivan was in the chair for the balance of the meeting.

7. **Gaming Services**

Director Scheetz noted that a report by Stacey L. Cisneros, head, Adult Services, and Joanne C. Zillman, head, Youth Services, et al., was included in the Committee packet.

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

Strategic Plan: Priority: Provide a Welcoming and Comfortable Destination—
Goal: To encourage Library use by teens—Objectives / Projects (Year Two: July 2009–June 2010): Explore whether to provide electronic gaming services, as well as different options in this regard (e.g., available as programs, or in-house use, or for loan)

Director Scheetz reported that the task force had identified three possible service options, as described in detail in its report:

- Option A—Create a collection of games for patrons to check out
- Option B—Offer programs that feature games
- Option C—Offer games for in-house use

The task force recommended Option A as the one favored by 76% of survey respondents and most likely to offer the best return on investment. Discussion followed.

Director Scheetz reported that implementation of Option A was contingent upon the availability of recurring funds in the Working Budget for 2010–2011 and beyond. The cost of a start-up collection (\$4,000) could be provided from the Per Capita Grant, but the recurring annual cost would need to come from the Working Budget. Discussion followed.

Director Scheetz noted that guidelines established by the Standing Committee on Services for the Working Budget ultimately may provide resources for a circulating collection of electronic / video games. Discussion followed.

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

The consensus of the Committee supported Option A, “create a collection of games for patrons to check out.” However, given the current uncertainty regarding the Library’s ability to fund the recurring budget for a new collection, no formal action was taken.

8. **Text Reference Service**

Director Scheetz noted that a report by Stacey L. Cisneros, head, Adult Services, was included in the Committee packet.

Director Scheetz reported that the task force had recommended a service, “Text a Librarian,” at an annual cost of \$780.00, which (given the low cost) he had authorized as a Per Capita Grant project. Discussion followed.

Cisneros presented additional background information on this Objective / Project, which was identified in the Strategic Plan, as follows:

*Strategic Plan: Priority: Promote Lifelong Learning and Leisure Pursuits —
Goal: To expand access to information —Objectives / Projects Year Two: July
2009–June 2010): Provide an SMS / text reference service*

Discussion followed.

Cisneros reported that the new subscription to “Text a Librarian” tentatively was scheduled to begin on Tuesday, 15 June 2010.

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

Motion by Trustee Sullivan to express the Committee’s support for the new service, “Text a Librarian.” Seconded by Trustee Jakubowski. All: Aye. The motion carried.

9. **Hall of Fame: Batavia Citizen of the Year** (Ignite! Batavia)

Director Scheetz reported that several residents of Batavia, including the Library Director, are investigating the creation of a “Batavia Citizen of the Year Hall of Fame” and the Library was suggested as a possible venue, because of its location, accessibility, and hours of service.

This idea came from Ignite! A Better Future for Batavia, a community workshop held on Friday, 26 March 2010.

Director Scheetz reported that, in a walk-through with Roger E. Breisch, executive director, Batavia Chamber of Commerce, it was determined that the walls of the six (6) alcoves on the upper level could accommodate 60–180 plaques.

Director Scheetz submitted the following question to the Committee: Subject to a future proposal from a community steering committee, and at no cost to the Library, is the Library willing to host—that is, serve as the community location for—such a hall of fame?

The consensus of the Committee was to defer discussion on this agenda item to a future meeting.

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

This agenda item was deferred to the next meeting.

11. **Strategic Plan: Objectives / Projects for Year Three (June 2010–July 2011)**

Director Scheetz reported that, according to the Strategic Plan, “Objectives / Projects will be recommended periodically (but no less than on an annual basis) by an Action Team for each Priority. Each Action Team will include one trustee, the Library Director, at least one department head, and other employees as needed.”

Year One (encompassing 1½ years) was defined as January 2008–June 2009” and Year Two was defined as July 2009–June 2010. The Library Director will reconvene the Action Teams during the week of 24 May 2010 to review the Goals and recommend Objectives / Projects for Year Three (July 2010–June 2011). Trustees were appointed for each Priority, as follows:

- “Promote Lifelong Learning and Leisure Pursuits”: Trustee J. Thomas Von Lunen
- “Provide a Welcoming and Comfortable Destination”: Trustee James F. Trefil
- “Promote Lifelong Learning and Leisure Pursuits”: Trustee Maureen A. Jakubowski

Director Scheetz noted that a combined report would be presented to the Committee at its next meeting on Tuesday, June 1.

12. **Comments from the Committee**

There were no additional comments from the Committee.

13. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 18 May 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *Children’s Book Week (91st Annual Observance), Monday–Sunday, 10–16 May 2010*
- c. *Sunday before Memorial Day, Sunday, 30 May 2010, Library Closed*
- d. *Memorial Day (Observed) (last Monday in May), Monday, 31 May 2010, Library Closed*
- e. ***Standing Committee on Services, Tuesday, 1 June 2010, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- 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*
- i. ***Standing Committee on Services—No Meeting in July***
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

14. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 7:01 p.m.

Respectfully submitted,

George H. Scheetz
Director