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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 17 August 2010

1. **Call to Order**

President Gibson called the regular meeting to order at 7:03 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

In the absence of Secretary Jakubowski, President Gibson appointed Trustee Trefil to serve as Secretary pro tempore.

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

3. **Call the Roll**

Trustees Present: Randall E. Gibson, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

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

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

Visitors Present: Barb Mabbs, volunteer, 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) Closed Session, Tuesday, 15 June 2010
- (2) Public Hearing, Tuesday, 20 July 2010
- (3) Regular Meeting, Tuesday, 20 July 2010

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): July 2010, including General Fund checks (61234–61439) in the amount of \$178,668.48, and payroll and taxes in the amount of \$73,122.48, for a grand total of \$251,790.96 in expenditures

c. **Other Action Items:**

- (1) A Resolution Certifying the 2009–2010 Illinois Public Library Annual Report (IPLAR): RESOLUTION 2010-001
- (2) A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET / OCLS Services Program Renewal Agreement, Fiscal Year 2011” (Illinois State Library): RESOLUTION 2010–002

Trustee Von Lunen complimented Director Scheetz on the Illinois Public Library Annual Report.

Seconded by Trustee Trefil. Roll Call: Gibson, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 4–0, with three members absent.

6. **Approve the Agenda**

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

7. **Financial Reports:** July 2010

- 2009–2010 Working Budget: Projected Final Report
- 2009–2010 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2009–2010 Investment Report

Business Manager Ganster reported that she was in the process of closing out the books for Fiscal Year 2009–2010. She asked whether there were any questions regarding the financial reports.

In response to a question from Trustee Sullivan, discussion followed on the Per Capita Grant.

In response to a question from Trustee Gibson, Ganster presented a brief report on tax collections from Kane County.

8. **Good News**

Director Scheetz reported that “Good News” identified on the staff level would appear (as usual) in the “Director’s and Librarians’ Reports,” and this agenda item would be made available to “Good News” identified on the Board level, by the Trustees.

- Trustee Sullivan recognized the presence of Library staff members as volunteers at the Art in Your Eye Fine Arts Festival, and expressed his appreciation for such community involvement.

9. **Correspondence and Communications**

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

- Letter to Joseph F. Marconi from Director Scheetz, in response to Mr. Marconi’s request for two additional public entrances to the Library (12 August 2010)

10. **Director’s and Librarians’ Reports**

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

- **Statistical Reports**

- Total Circulation

- The total circulation in July reflected an increase of **2.0%** over July 2009 (73,118 compared to 71,659)—for an average of **2,521.3 items** checked out per day over 29 days (the Library was closed on July 4–5 for Independence Day)—or an average of 260.2 items per hour over 281 hours!

- Total Number of Visitors

- The total number of visitors in July reflected a decrease of 116 (**0.3%**) from July 2009 (33,570 compared to 33,686)—for an average of **1,157.6 visitors** per day over 29 days (the Library was closed on July 4–5 for Independence Day)—or an average of 119.5 visitors per hour over 281 hours!

- **Other Highlights**

- New Lyceum Lecture Series:** Director Scheetz announced the eleventh event in the New Lyceum Lecture Series: “Hidden Faults Beneath Our Feet: Illinois Earthquakes—Past, Present, and Future,” presented by Philip J. Carpenter, professor of Geology and Environmental Geosciences at Northern Illinois University (Monday, September 27, at 7:00 p.m.).

- AquaBrowser Library®:** Director Scheetz announced that Batavia would launch its new online catalog, AquaBrowser Library®, on Monday, August 30.

- He reported that Batavia would offer both AquaBrowser Library® and the existing Classic Catalog in order to offer patrons the type of searches they find most useful—and with which they are most comfortable.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Summer Reading Club for children and its grand finale.

In addition, Zillman reported on the continued success of the Born to Read project, which has distributed approximately 90 bags and sold another 15 bags to non-residents.

Trustee Gibson complimented Zillman on the success of the Summer Reading Club.

In response to a question from Trustee Gibson, which was related to the Born to Read project, discussion followed on whether Youth Services is experiencing an increase in requests for programs and/or materials from parents of young children.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, reported on the great success of the Summer Reading Club for adults and teens.

In addition, Cisneros reported on the brisk pace of work at the Reference Desk.

In response to a question from Trustee Sullivan, discussion followed on the demand for public-access computers and Library computer classes designed to help patrons affected by current economic conditions.

In response to a question from Trustee Gibson, discussion followed on Library program, services, and activities related to the back-to-school season.

11. **President's Report**

Trustee Gibson reported that he and Director Scheetz met recently to review the Library Director's annual performance appraisal and discuss goals for 2010–2011. He reported that that Director Scheetz would incorporate a one-page progress report on goals to his regular Director's Report.

In response to a suggestion by Trustee Gibson, discussion followed on how the Library could promote itself as a valuable resource to local businesses in the community.

12. **Committee and Liaison Reports**

- a. **Standing Committee on Facilities:** Trustee Von Lunen reported that the minutes of the committee meeting were distributed in the Board packet.

In addition to one item on the agenda (Phase 1–B of the Master Plan), the work of the committee included reports on a proposed security system (Phase 3–B–7 of the Master Plan) and Phase 2–C (in part) of the Master Plan.

- b. **Standing Committee on Finance:** No report; there was no meeting in August.
- c. **Standing Committee on Outreach:** In Trustee Jakubowski's absence, Director Scheetz reported that the minutes of the committee meeting were distributed in the Board packet.

The work of the committee included a review of the completed “lettering” project and a discussion of possible future initiatives and other issues that may affect the work of the committee.

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

The work of the committee included a discussion on downloadable collections (a Strategic Plan objective / project) and a renewed request by Joseph F. Marconi to add two public entrances to the Library, one each from Batavia Avenue and Wilson Street.

Director Scheetz reported that the committee discussed the downloadable music provided (and the new service model offered) by Freegal Music Service, which consists of content licensed from Sony Music Entertainment. Freegal Music Service—which is owned and operated by Library Ideas LLC of Fairfax, Virginia, a new media company that supplies music and other products to libraries—sells content to libraries, which then give away the content to their patrons. Discussion followed.

- e. **Batavia Public Library Foundation:** Trustee Gibson presented a brief report on the work of the Batavia Public Library Foundation, which formally announced its support for (and participation in) the “Bulldogs Unleashed” project in collaboration with other local governmental foundations.

The “Bulldogs Unleashed” project was proposed by the Batavia Public Library Foundation. Trustee Sullivan expressed an interest in participating in the “Bulldogs Unleashed” project as a volunteer.

Director Scheetz reported that the second annual “Library Links! Miniature Golf in the Library” event would take place on Sunday, October 24, in conjunction with BatFest.

- f. **Friends of the Batavia Public Library:** No report; there was no meeting in August.
- g. **Library Integrated Network Consortium (LINC):** No report; there was no meeting in August.

13. **Capital Improvements Plan: Master Plan: Phase 1–B** (Standing Committee on Facilities)

Director Scheetz stated that the purpose of this report was to recommend approval of the design and revised cost estimate for a Capital Improvements Plan project related to Phase 1–B of the Master Plan for the Batavia Public Library, and approval to complete the construction documents for and let the bids for Phase 1–B of the Master Plan.

Trustee Von Lunen, as chair of the Standing Committee on Facilities, provided an overview of the project. He reported that, at its meeting on Tuesday, August 3, the Standing Committee on Facilities recommended that the Board of Library Trustees go forward with this project.

In response to a question from Trustee Gibson, discussion followed on Phase 2–C of the Master Plan.

In response to a question from Trustee Sullivan, discussion followed on the bidding process.

Motion by Trustee Sullivan (1) approve the design and revised cost estimate for a Capital Improvements Plan project related to Phase 1–B of the Master Plan for the Batavia Public Library, as presented; and (2) authorize Woollen, Molzan and Partners, Inc., Architecture, of Indianapolis, Indiana, to complete the construction documents and related services for Phase 1–B of the Master Plan; and (3) authorize the Library Director to let the bids for Phase 1–B of the Master Plan. Seconded by Trustee Von Lunen. Roll Call: Gibson, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 4–0, with three members absent.

14. **Future Agenda Items**

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

15. **Comments from the Board**

There were no additional comments from the Board.

16. **Next Meetings or Events**

- a. *Staff Development Day (4th Friday in August), Friday, 27 August 2010, Library Closed (Scheduled Work Day for All Employees)*
- b. *Library Card Sign-Up Month, September 2010 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- c. *Sunday before Labor Day, Sunday, 5 September 2010, Library Closed*
- d. *Labor Day (1st Monday in September), Monday, 6 September 2010, Library Closed*
- e. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 12 September 2010*
- f. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Book Sale, Friday–Saturday, 24–25 2010 — sponsored by the Friends of the Batavia Public Library — CANCELLED*
- h. *Banned Books Week, Saturday–Saturday, 25 September–2 October 2010 [Note: An eight-day week!] — Celebrating the Freedom to Read (since 1982)*
- i. *New Lyceum Lecture Series, Monday, 27 September 2010, 7:00 p.m., Meeting Room A–B*
- j. *ILA Annual Conference (Chicago—Navy Pier), Tuesday–Friday, 28 September–1 October 2010*

17. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Randall E. Gibson
President

James F. Trefil
Secretary pro tempore