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## MINUTES

### Board of Library Trustees of the Batavia Public Library District

#### *Regular Meeting*

Tuesday • 21 September 2010

1. **Call to Order**

In the absence of President Gibson, and at the request of Vice President Skahan, Secretary Jakubowski was in the chair.

Trustee Jakubowski, as President pro tempore, called the regular meeting to order at 7:03 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

Trustee Jakubowski appointed Trustee Babcock as Secretary pro tempore.

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

3. **Call the Roll**

**Trustees Present:** Virginia C. Babcock, Maureen A. Jakubowski, Edward F. Skahan, and J. Thomas Von Lunen

**Trustees Absent:** Randall E. Gibson, Douglas S. Sullivan, and James F. Trefil

**Staff Members Present:** Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, Laura A. Hensley, Lisa M. Moore, and Joanne C. Zillman

**Visitors Present:** Steve H. Larson, public finance advisor, Ehlers & Associates Inc.; and 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 Jakubowski asked whether there were any questions or changes to the consent agenda.

In response to a request from Director Scheetz, Agenda Item # 5 a (1) was removed from the consent agenda and deferred to the next Board meeting.

Trustee Jakubowski read the consent agenda.

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

a. **Minutes:**

~~(1) — Regular Meeting, Tuesday, 17 August 2010~~

b. **Expenditures:**

(1) Expenditures (“Cash Disbursement Detail Report”): August 2010, including General Fund checks (61440–61643) in the amount of \$148,980.88, and payroll and taxes in the amount of \$110,456.97, for a grand total of \$259,437.85 in expenditures

c. **Other Action Items:**

(1) A Resolution approving and Authorizing the Library Director to Execute an Application for a 2010–2011 Per Capita Grant (Illinois State Library): RESOLUTION 2010–003

(2) Payroll Services (Standing Committee on Finance)

Seconded by Trustee Babcock. Roll Call: Babcock, aye; Jakubowski, aye; Skahan, 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 Skahan. All: Aye. The motion carried.

7. **Financial Reports:** August 2010

- ~~2010–2011 Working Budget~~ — No report; the first report will follow the 1st Quarter’s activity.
- 2010–2011 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2010–2011 Investment Report

Business Manager Ganster reported that the auditors were working on site recently. The final report will be presented at the October meeting.

She asked whether there were any questions regarding the financial reports. There were no questions.

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 Jakubowski reported that second and third graders from Louise White Elementary School recently visited the Library for a tour, which included an opportunity to use the new self-check units as a test group. She expressed her appreciation for the positive experience provided by Library staff members.

9. **Correspondence and Communications**

There were no items of correspondence and communications.

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

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

- **Statistical Reports**

Total Circulation

The total circulation in August reflected an increase of **0.3%** over August 2009 (64,681 compared to 64,474)—for an average of **2,156.0 items** checked out per day over 30 days (the Library was closed on August 27 for Staff Development Day)—or an average of 225.4 items per hour over 287 hours!

Total year-to-date circulation (July–August 2010) reflected an increase of **1.2%** over the same period in the previous fiscal year (137,799 compared to 136,133).

Total Number of Visitors

The total number of visitors in August reflected a slight decrease of 49 (0.2%) from August 2009 (29,711 compared to 29,760)—for an average of **990.4 visitors** per day over 30 days (the Library was closed on August 27 for Staff Development Day)—or an average of 103.5 visitors per hour over 287 hours!

Total year-to-date number of visitors (July–August 2010) reflected a decrease of 165 (**0.3%**) from August 2009 (63,281 compared to 63,446).

- **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 launched its new online catalog, AquaBrowser Library®, on Monday, August 30.

He reported that Batavia now offers 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.

**Books Between Bites:** Director Scheetz reported that the 25th season of Books Between Bites opened on Thursday, September 16, with an engaging review of *Get Capone: The Secret Plot that Captured America's Most Wanted Gangster* presented by Jonathan Eig, its author. He noted that the complete schedule for the 2010–2011 season was attached to the Director's Report.

**One Book, One Batavia:** Director Scheetz announced that the book selected for One Book, One Batavia 2011 is *Poetry 180: A Turning Back to Poetry*. The poems were selected by Billy Collins, former Poet Laureate of the United States (2001–2003), who also wrote an introduction to the anthology.

*Poetry 180* is a compilation of accessible, fairly short poems, which were selected for a Library of Congress project and intended to be read aloud. The title derives from the 180 days of the school year, because Collins selected the poems with high school students in mind. However, the poems appeal to a much wider audience of adults.

According to Collins, "Poetry can and should be an important part of our daily lives. Poems can inspire and make us think about what it means to be a member of the human race. By just spending a few minutes reading a poem each day, new worlds can be revealed.

"Listening to poetry can encourage students and other learners to become members of the circle of readers for whom poetry is a vital source of pleasure."

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the new fall programs.

In addition, Zillman reported that Emily M. Conradt was appointed as a part-time Youth Services Librarian.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, reported that the use of online reference databases had increased significantly (by approximately 44%) over the same month in the previous year.

In addition, Cisneros reported that Christine W. Edison was appointed as a part-time Reference Librarian, with a focus on Teen Services.

In response to a question from Trustee Babcock, discussion followed on Teen Read Week. Cisneros reported that no special observance was planned for 2010, given the recent arrival of the new Teen Services librarian.

11. **President's Report**

There was no President's report.

12. **Committee and Liaison Reports**

a. **Standing Committee on Facilities:** No report; there was no meeting in September.

- b. **Standing Committee on Finance:** In the absence of Trustee Sullivan, Director Scheetz reported that the Committee reviewed two items on the current Board agenda (payroll services and general obligation library refunding bonds).
- c. **Standing Committee on Outreach:** No report; there was no meeting in September.
- d. **Standing Committee on Services:** Joint meeting with Standing Committee on Finance.
- e. **Batavia Public Library Foundation:** No report; there was no meeting in September.
- 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 continued to explore the design of the proposed new book sale area.
- g. **Library Integrated Network Consortium (LINC):** In the absence of Trustee Sullivan, this agenda items was deferred to the October meeting.

13. **General Obligation Library Refunding Bonds, Series 2010** (Standing Committee on Finance)

Director Scheetz stated that the purpose of this agenda item was to present a proposal (1) to engage Chapman and Cutler LLP as bond counsel, and (2) for the issuance of General Obligation Library Refunding Bonds, Series 2010. He introduced Steve H. Larson, public finance advisor, Ehlers & Associates Inc., of Lisle, Illinois.

a. **Bond Counsel**

Director Scheetz stated that a proposed engagement letter from Chapman and Cutler LLP was distributed in the Board packet. Larson presented an overview of the engagement letter, which he endorsed.

In response to a question, Larson described the fee structure. The total cost of the various fees is equivalent to approximately 1½% of the value of the bonds.

Motion by Trustee Von Lunen to approve and authorize Director Scheetz to execute the engagement letter with Chapman and Cutler LLP, or Chicago, Illinois, as presented. Seconded by Trustee Skahan. Roll Call: Babcock, aye; Jakubowski, aye; Skahan, aye; Von Lunen, aye. The motion carried, 4–0, with three members absent.

- b. **An Ordinance** providing for the issuance of General Obligation Library Refunding Bonds, Series 2010, of the Batavia Public Library District, Kane and DuPage Counties, Illinois, in an amount not to exceed \$4,875,000; and authorizing the execution of a Bond Order and an Escrow Agreement in connection therewith: ORDINANCE 2010–007

Larson presented an overview of the proposal to issue General Obligation Library Refunding Bonds, which was predicated on interest rates falling to a 43-year low, creating an opportunity for savings of up to approximately \$360,000.

Director Scheetz reported that the Standing Committee on Finance recommended (at its meeting on Tuesday, 7 September 2010) that the Board of Library Trustees approve Option 4 for refunding the 1998 and 1999 bonds, as presented in Larson’s memorandum dated 7 September 2010.

Larson noted that Option 4 allows the Library to realize the total savings from the bond sale in the first three years (Tax Years 2011–2013).

Discussion followed on a variety of topics, including the form of the proposed ordinance and the Library's Aa2 rating from Moody's Investors Services.

Motion by Trustee Skahan to approve an Ordinance providing for the issuance of General Obligation Library Refunding Bonds, Series 2010, of the Batavia Public Library District, Kane and DuPage Counties, Illinois, in an amount not to exceed \$4,875,000; and authorizing the execution of a Bond Order and an Escrow Agreement in connection therewith (Ordinance 2010–007), as presented. Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Jakubowski, aye; Skahan, 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. *Library Card Sign-Up Month, September 2010 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- b. *~~Book Sale, Friday–Saturday, 24–25 September 2010 — sponsored by the Friends of the Batavia Public Library — CANCELLED~~*
- c. *Banned Books Week, Saturday–Saturday, 25 September–2 October 2010 [Note: An eight-day week!] — Celebrating the Freedom to Read (since 1982)*
- d. *New Lyceum Lecture Series, Monday, 27 September 2010, 7:00 p.m., Meeting Room A–B*
- e. *ILA Annual Conference (Chicago—Navy Pier), Tuesday–Friday, 28 September–1 October 2010*
- f. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2010, Library Open*
- g. *Teen Read Week™ (3rd week in October), Sunday–Saturday, 17–23 October 2010 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2010 Theme: Books with Beat @ your library®*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- i. *Library Links! Miniature Golf in the Library, Sunday, 24 October 2010, 12:00–4:00 p.m. — sponsored by the Batavia Public Library Foundation*
- j. *General Election Day (in even-numbered years, the first Tuesday after the first Monday in November) — Tuesday, 2 November 2010*

17. **Adjournment**

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

Trustee Jakubowski declared the meeting adjourned at 7:40 p.m.

Respectfully submitted,

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Maureen A. Jakubowski  
President pro tempore

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Virginia C. Babcock  
Secretary pro tempore