



www.BataviaPublicLibrary.org

MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 20 July 2010

1. **Call to Order**

In the absence of President Gibson and Vice President Skahan, Treasurer Sullivan called the regular meeting to order at 7:05 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

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

3. **Call the Roll**

Trustees Present: Virginia C. Babcock, Randall E. Gibson (arrived at 7:34 p.m.), Maureen A. Jakubowski, Douglas S. Sullivan, James F. Trefil

Trustees Absent: Edward F. Skahan and J. Thomas Von Lunen

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, Laura A. Hensley, Lisa M. Moore, 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 Sullivan asked whether there were any questions or changes to the consent agenda.

In response to a request from Director Scheetz, Agenda Item # 5 a (2) was removed from the consent agenda and deferred to the next Board meeting.

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

a. **Minutes:**

(1) Regular Meeting, Tuesday, 15 June 2010

~~(2) Closed Session, Tuesday, 15 June 2010~~

b. **Expenditures:**

(1) Expenditures (“Cash Disbursement Detail Report”): June 2010, including General Fund checks (61057–61233) in the amount of \$140,876.26, and payroll and taxes in the amount of \$103,062.88, for a grand total of \$243,939.14 in expenditures

c. **Other Action Items:**

(1) An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2010 and Ending 30 June 2011: ORDINANCE 2010–006

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

6. **Approve the Agenda**

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

7. **Financial Reports:** June 2010

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

Director Scheetz asked whether there were any questions regarding the financial reports.

In response to a question from Trustee Sullivan, Director Scheetz reported that the unexpended balance in the Library Fund was used from time to time to cover any unanticipated shortfall in other funds, which was uncommon. He noted, as well, that funds may be transferred from the Library Fund to the Special Reserve Fund.

Director Scheetz reported that, in the current economic climate, the bulk of the unexpended funds will remain in the Library Fund for reasons of flexibility, as the Library Fund may be used for nearly any purpose, but use of the Special Reserve Fund is restricted by law.

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.

There were no additional comments from the Board.

9. **Correspondence and Communication**

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

- Obituary, “Marilyn G. Robinson, 1931–2010: Batavia teacher retired, never quit as writer, local historian,” by Joan Giangrassse Kates, Chicago Tribune, Sunday, 18 July 2010, Section 1, p. 30

Robinson coordinated the Writers’ Workshop, sponsored by the Batavia Public Library, for 17 years and was a good friend of the Library. Director Scheetz was interviewed for this article.

- Article, “Annual Trivia Bee Brings ‘Sweet Rewards,’” Literacy Matters [Literacy Volunteers Fox Valley], Summer 2010, p. 2

The article featured a photograph of the championship team, the Know-It-Owls from the Batavia Public Library, which won the 11th Annual Trivia Bee for Literacy on Saturday, 20 March 2010. The Know-It-Owls were sponsored by the Friends of the Batavia Public Library.

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

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

- **Statistical Reports**

Total Circulation

The total circulation in June reflected an increase of **4.9%** over June 2009 (75,569 compared to 72,036)—for an average of **2,519.0 items** checked out per day over 30 days—or an average of 253.6 items per hour over 298 hours!

Total year-to-date circulation (July 2009–June 2010) reflected an increase of **11.9%** over the same period in the previous fiscal year (741,815 compared to 663,001).

Both the June circulation and the year-to-date circulation are new records for the Batavia Public Library! The total circulation breaks down as 56.0% print materials and 44.0% non-print materials; or, by age group, 60.9% adult materials, 35.4% children’s materials, and 3.7% teen materials.

Director Scheetz observed, “The Library is a very busy place!”

In response to a question from Trustee Sullivan, discussion followed on the schedule for installing the new self-check units.

Trustee Jakubowski complimented the employees in Circulation Services for their professional, pleasant, and positive approach to customer service in the face of a significantly increased workload.

In response to a question from Trustee Trefil, Director Scheetz reported that the new gaming collection would be launched later in the year. The first step in the process, now that funds were for the new collection were included in the Working Budget, was the creation of a collection plan (now in development), which will include detailed parameters for the new collection.

Total Number of Visitors

The total number of visitors in June reflected a slight decrease of 296 (0.9%) from June 2009 (33,543 compared to 33,839)—for an average of **1,118.1 visitors** per day over 30 days—or an average of 112.6 visitors per hour over 298 hours!

Total year-to-date number of visitors (July 2009–June 2010) reflected an increase of **3.2%** over the same period in the previous fiscal year (332,575 compared to 322,136).

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on this year's Summer Reading Club, which involved some 2,500 students, as well as some wonderful volunteers who presented programs on different countries from around the world.

In addition, Zillman reported that the Library will no longer require advance registration for most Youth Services programs, because of the number of no-shows. Instead, most programs will be offered on a first come, first served basis.

- **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 that the Art in Your Eye Fine Arts Festival, of which the Library is a co-organizer, is scheduled for August 14–15.

Director Scheetz reported that, in honor of Art in Your Eye, the Library (each year) unlocks its Challenge Direct Stroke windmill during the month of August.

In response to a question from Trustee Sullivan, discussion followed on the arts programs presented by the Library (each year) in conjunction with Art in Your Eye and, in particular, this year's program on Frank Lloyd Wright, which was inspired by the novel, *Loving Frank*.

11. **President's Report**

- Appoint two (2) trustees (other than Secretary) to perform audit of Secretary's records on or before September 1, as required by 75 ILCS 16 / 30–65 (c)

In President Gibson's absence, Director Scheetz reported that two Trustees (other than the Secretary) were needed to conduct the Secretary's Audit. He provided a brief explanation of what the audit entailed. Trustee Babcock and Trustee Trefil agreed to carry out this assignment.

12. **Committee and Liaison Reports**

- a. **Standing Committee on Facilities:** No report; there was no meeting in July.
- b. **Standing Committee on Finance:** No report; there was no meeting in July.
- c. **Standing Committee on Outreach:** No report; there was no meeting in July.

- d. **Standing Committee on Services:** No report; there was no meeting in July.
- e. **Batavia Public Library Foundation:** Director Scheetz presented a brief report on the work of the Batavia Public Library Foundation, which has continued to explore the idea of a “Bulldogs on Parade” project in collaboration with other local governmental foundations.

In addition, the Foundation Board discussed the possibility of conducting a second annual “Library Links!” event, which (if held) would take place on Sunday, 24 October 2010, in conjunction with BatFest.

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

Trustee Gibson arrived at 7:34 p.m.

Trustee Sullivan relinquished the chair to Trustee Gibson.

13. **A closed session** for the following purposes:

- a. “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” as authorized by 5 ILCS 120/2(c)(1)
- b. “Litigation,” as authorized by 5 ILCS 120/2(c)(11)

Motion by Trustee Jakubowski to enter closed session for the purposes stated. Seconded by Trustee Sullivan. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye. The motion carried, 5–0, with two trustees absent.

The Board entered closed session at 7:35 p.m.

The Board returned to open session at 8:29 p.m.

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. *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. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 12 September 2010*
- g. Regular Meeting, Tuesday, 21 September 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

17. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 9:15 p.m.

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary