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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 19 October 2010

1. **Call to Order**

President Gibson called the regular meeting to order at 7:01 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, Maureen A. Jakubowski, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

Trustees Absent: Edward F. Skahan

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

Visitors Present: Nikki Behrens, cheerleader, and three additional cheerleaders, and Gretchen Schrader, event co-chair, Batavia High School Cheer teams; Daniel A. Berg, partner, Sikich LLP; and Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

Nikki Behrens, representing the Batavia High School Cheer teams, informed the Board that the Cheer teams planned to “flip and fly” to benefit the Batavia Clothes Closet in honor of the late Mildred D. Bailey, its founder. Batavia Clothes Closet offers winter clothing to those in need.

To that end, the Board was invited to an Open House at Batavia High School on Wednesday, 3 November 2009, at 7:00 p.m., to see the Cheer teams “Flippin’ and Flyin’ for the Batavia Clothes Closet.” Donations of gently used winter clothing, as well as cash donations, will be accepted at the door.

5. **Approve the Consent Agenda**

President Gibson asked whether there were any changes to the consent agenda. There were no changes.

President Gibson read the consent agenda.

Motion by Trustee Sullivan to approve the consent agenda, as presented, to include the following items:

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 17 August 2010
- (2) Regular Meeting, Tuesday, 21 September 2010

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): September 2010, including General Fund checks (61644–61810) in the amount of \$102,758.36, and payroll and taxes in the amount of \$106,670.79, for a grand total of \$209,429.15 in expenditures

c. **Other Action Items:**

- (1) An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2010–2011 (Standing Committee on Finance): ORDINANCE 2010–008
- (2) A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy (Standing Committee on Finance): RESOLUTION 2010–004
- (3) Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (Standing Committee on Finance)
- (4) Snow Removal Services (Standing Committee on Facilities)
- (5) “Portrait of Abraham Lincoln” (1876) (Standing Committee on Outreach)

Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 4–0, with one member absent.

In response to a request from Trustee Gibson, Director Scheetz presented a brief report on the “Portrait of Abraham Lincoln.”

6. **Approve the Agenda**

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

7. **Financial Reports**

a. **Financial Reports: September 2010**

- ~~2010–2011 Working Budget~~
- 2010–2011 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2010–2011 Investment Report

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

b. **Annual Financial Report for the Year Ended 30 June 2010 (Independent Auditor’s Report and Financial Statements)**, presented by Daniel A. Berg, partner, Sikich LLP

Trustee Gibson introduced Daniel A. Berg, partner, Sikich LLP, to present the Independent Auditor’s Report and Financial Statements for 2009–2010.

Berg reported that Sikich presented an unqualified opinion—its highest level—regarding the financial position of the Batavia Public Library District. He then highlighted several sections of the Annual Financial Report.

In response to a question from Trustee Gibson regarding the Management Letter, Berg discussed the segregation of duties in the Business Office.

Berg expressed gratitude to Ganster for her preparedness, thorough record-keeping, and cooperation. Trustee Gibson expressed his appreciation to Berg for his detailed report and commended Business Manager Ganster for her fine work.

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 reported that the Batavia Public Library Foundation will present the second annual “Library Links! Miniature Golf in the Library” event on Sunday, October 24.
- Trustee Jakubowski reported that the Library has distributed over 100 bags as part of the “Born to Read” program.

9. **Correspondence and Communications**

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

- Article, “Libraries in sync with iPod users: Apps, self-check out terminals popping up to lure tech-savvy generation,” by Jeannie Nuss, Daily Herald, Friday, 1 October 2010, Section 1A, p. 1
- Letter and “Preliminary Official Statement, ..., \$4,745,000 General Obligation Library Refunding Bonds, Series 2010,” presented by Ehlers Inc. (4 October 2010)

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

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

- **Statistical Reports**

- Total Circulation

- Director Scheetz observed that the number of items checked out has begun to level off after a long period of unprecedented growth.

- The total circulation in September reflected an increase of 2.6% over September 2009 (59,214 compared to 57,733)—for an average of 2,114.8 items checked out per day over 28 days (the Library was closed on September 5–6 for Labor Day)—or an average of 211.5 items per hour over 280 hours!

- Total year-to-date circulation (July–September 2010) reflected an increase of 1.6% over the same period in the previous fiscal year (197,013 compared to 193,866).

- Total Number of Visitors

- The total number of visitors in September reflected an increase of 3.2% over September 2009 (25,659 compared to 24,865)—for an average of 916.4 visitors per day over 28 days (the Library was closed on September 5–6 for Labor Day)—or an average of 91.6 visitors per hour over 280 hours!

- Total year-to-date number of visitors (July–September 2010) reflected an increase of **0.7%** over the same period in the previous fiscal year (88,940 compared to 88,311).

- **Other Highlights**

- **Moody's Rating:** Director Scheetz reported that, on Friday, October 9, Moody's Investor Service, Inc., renewed the Library's long-term obligation rating at Aa2. There are only two ratings that are higher (Aa1 and Aaa). Obligations rated Aa are judged to be of high quality and are subject to very low credit risk.

- **Report from Youth Services**

- Joanne C. Zillman presented highlights from her written report and, in particular, reported on programs and materials targeted to preschool children with special needs and their caregivers.

- In addition, Zillman reported on the annual bookmark contest; BatFest on Saturday, October 3; the annual Preschool Fair, presented in collaboration with the Geneva Public Library; and the annual holiday storytime program at the Celebration of Lights Festival on Sunday, November 28.

- **Report from Adult Services**

- Stacey L. Cisneros presented highlights from her written report and, in particular, reported that the new PC Reservation system was launched on Monday, October 11, to positive acclaim.

- In addition, Cisneros reported on Teen Read Week and the installation of three new personal computer workstations for public use, one of which is an Express Station.

11. **President's Report**

There was no President's report.

12. **Committee and Liaison Reports**

- a. **Standing Committee on Facilities:** Trustee Von Lunen reported that, in addition to three items on the Board agenda (snow removal services, Part 2–C of the Master Plan, and automatic pedestrian door equipment), agenda items included a proposal to install a new outdoor lighting fixture.
- b. **Standing Committee on Finance:** Trustee Sullivan reported that, in addition to three items on the Board agenda (additional tax of 0.02% for building and equipment, annual levy, and insurance policies), agenda items included the Annual Financial Report.

In response to a comment by Trustee Sullivan, discussion followed on group medical insurance.

In response to a question from Trustee Gibson, Director Scheetz reported on the status of the 2009–2010 Per Capita Grant, which was awarded but not yet paid by the State of Illinois.

- c. **Standing Committee on Outreach:** Trustee Jakubowski reported that the only agenda item is on the Board agenda (“Portrait of Abraham Lincoln”).

In response to a comment by Trustee Babcock, discussion followed on the painting, its condition, and the need for an appraisal.

The consensus of the Board was to have the painting appraised and investigate the need for conservation work.

- d. **Standing Committee on Services:** There was no meeting in October.
- e. **Batavia Public Library Foundation:** Trustee Gibson presented a brief report on the work of the Batavia Public Library Foundation, which will present *Library Links! Miniature Golf in the Library* on Sunday, October 24, from 12:00–4:00 p.m. He encouraged Trustees to support the event by working as volunteers. Discussion followed.

In addition, Trustee Gibson presented a brief report on Bulldogs Unleashed. Discussion followed.

- 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 recently presented several grants to the Library.
- g. **Library Integrated Network Consortium (LINC):** Trustee Sullivan reported that his report was included in the Board packet.

13. **Capital Improvements Plan: Master Plan: Phase 2–C (in part)** (Standing Committee on Finance)

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 2–C (in part) of the Master Plan for the Batavia Public Library, and approval to complete the construction documents for and let the bids for Phase 2–C 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 Wednesday, October 13, the Standing Committee on Facilities recommended that the Board of Library Trustees go forward with this project. Discussion followed.

Trustee Gibson suggested that the bid forms should break out the cost of the book sale area.

In response to a question from Trustee Sullivan, discussion followed on the scope of the project.

Motion by Trustee Von Lunen to (1) approve the design and revised cost estimate for a Capital Improvements Plan project related to Phase 2–C (in part) 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 2–C (in part) of the Master Plan; and (3) authorize the Library Director to let the bids for Phase 2–C (in part) of the Master Plan. Seconded by Trustee Trefil. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one member absent.

14. **Automatic Pedestrian Door Equipment** (Standing Committee on Facilities)

Director Scheetz reported that the existing outer main entry door system is beginning to fail; that is, the aluminum track is beginning to disintegrate. Unfortunately, the original manufacturer (Door-o-Matic) is no longer in business and there is a need to replace the entire door system.

Trustee Von Lunen, as chair of the Standing Committee on Facilities, provided an overview of the project. He reported that, at its meeting on Wednesday, October 13, the Standing Committee on Facilities recommended that the Board of Library Trustees go forward with this project. Discussion followed.

Motion by Trustee Babcock to approve a proposal from Tee Jay Service Company Inc., of Batavia, Illinois, to replace the outer main entry door system with one by Horton Automatics Ltd., in the amount of \$9,989.00, as presented. Seconded by Trustee Trefil. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one member absent.

15. **Regular Meeting Scheduled for 2010–2011**

Director Scheetz reported that it was is time once again for the Board of Library Trustees to consider whether it wished to hold its regularly scheduled meeting in December. He noted that, in general, the practice of the Board has been to cancel its December meeting unless action is needed on time-sensitive business.

He reported that, in addition to the usual monthly business to come before the Board, there were no special projects that would require action (or further action) in December.

Director Scheetz outlined two options for the Board’s consideration: (1) If the Board wished to meet at its regularly scheduled time in December—Tuesday, 21 December 2010, at 7:00 p.m.—then no further action was needed, or (2) If the Board wished to cancel its Regular Meeting in December, then it needed to provide that direction, in which case the Library Director would prepare an Ordinance to revise the Regular Meeting schedule for action in November. Discussion followed.

The consensus of the Board was to cancel its Regular Meeting in December.

Motion by Trustee Jakubowski to cancel the Regular Meeting in December. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

16. **Future Agenda Items**

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

17. **Comments from the Board**

In response to a question from Trustee Jakubowski, discussion followed on the new self-check units.

In response to a question from Trustee Sullivan, discussion followed on One Book, One Batavia. The selection for 2011 is *Poetry 180*.

18. **Next Meetings or Events**

- a. *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®*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *General Election Day (in even-numbered years, the first Tuesday after the first Monday in November) — Tuesday, 2 November 2010*
- d. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2010*
- e. *Veterans Day, Thursday, 11 November 2010, Library Open*
- f. *Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- g. *Thanksgiving Eve, Wednesday, 24 November 2010, Library Closed at 5:00 p.m.*
- h. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2010, Library Closed*
- i. *Day after Thanksgiving, Friday, 26 November 2010, Library Open*

19. **Adjournment**

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

President Gibson declared the meeting adjourned at 8:09 p.m.

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary