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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 November 2010

1. **Call to Order**

President Gibson called the regular meeting to order at 7:06 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, Joy K. Ganster, Kerry K. Halter, Laura A. Hensley, James J. Klyczek, 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**

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 Von Lunen to approve the consent agenda, as presented, to include the following items:

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 19 October 2010

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): October 2010, including General Fund checks (61810–61986) in the amount of \$110,515.55, and payroll and taxes in the amount of \$111,575.57, for a grand total of \$222,091.12 in expenditures

c. **Other Action Items:**

- (1) An Ordinance Levying the Annual Taxes for Library Purposes 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 2010–009
- (2) An Ordinance Revising the Regular Meeting Schedule for 2010–2011 (Standing Committee on Services): ORDINANCE 2010–010
- (3) A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property (Standing Committee on Facilities): RESOLUTION 2010–005
- (4) A Resolution to Cast a Ballot in the 2010 Election of Executive Trustee of the Illinois Municipal Retirement Fund (Standing Committee on Services): RESOLUTION 2010–006
- (5) A Resolution Appointing an Authorized Agent in Matters Related to the Illinois Municipal Retirement Fund (Standing Committee on Services): RESOLUTION 2010–007
- (6) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)
- (7) Budget for the Library Integrated Network Consortium (LINC) for 2011–2012

Seconded by Trustee Sullivan. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one member absent.

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:** October 2010

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

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

8. **Good News**

Director Scheetz noted 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 the new self-check machines have been well-received (and well-used) by patrons. Discussion followed.
- Trustee Sullivan reported that Batavia hosted the November meeting of the LINC Governing Board.

9. **Correspondence and Communications**

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

- Articles, “The Social Media Landscape” and “The Social Media Glossary” by Megan Ferringer, *The Rotarian*, November 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 October reflected a decrease of 4.9% from October 2009 (58,996 compared to 62,060)—for an average of **1,903.1** items checked out per day over 31 days—or an average of 202.0 items per hour over 292 hours!

Total year-to-date circulation (July–October 2010) reflected a slight increase of 0.3% over the same period in the previous fiscal year (256,009 compared to 255,926).

Total Number of Visitors

The total number of visitors in October reflected a decrease of 4.6% from October 2009 (26,687 compared to 27,984)—for an average of **860.9** visitors per day over 31 days—or an average of 91.4 visitors per hour over 292 hours!

Total year-to-date number of visitors (July–October 2010) reflected a slight decrease of 0.6% from the same period in the previous fiscal year (115,627 compared to 116,295).

- **Other Highlights**

Books for Doughnuts: Director Scheetz reported that the Library participated in the grand opening of the new Dunkin’ Donuts / Baskin Robbins store in Batavia on Friday, 12 November 2010. To celebrate their new location, the owners announced a program (through the end of

November) that invites customers to bring in new or gently used books in exchange for a free medium coffee or a free doughnut. Dunkin Donuts will donate the books to the Library, where they will either be added to the collection or donated to the Friends of the Batavia Public Library for its book sales.

Library Links! Miniature Golf in the Library, presented by the Batavia Public Library Foundation: Director Scheetz reported that the second annual event attracted 57 adults and 127 children to the Library for rounds of miniature golf.

In addition, Director Scheetz highlighted reports on “Holiday Decorations and Special Activities,” “Batavia ACCESS Toy Store,” the new “Self-Check Units,” and the next installment in the “New Lyceum Lecture Series.”

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported that the Library recently was awarded a grant for \$350.00 from the Batavia Foundation for Educational Excellence for the purchase of Boardmaker software, which is used for adapting symbol-based printed activities for children with special needs, particularly children with autism spectrum disorders.

In addition, Zillman reported on the success of the annual bookmark contest and the annual Preschool Fair, presented in collaboration with the Geneva Public Library; Late Night at the Library; and the Winter Reading Club.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, announced the next installment of the New Lyceum Lecture Series, featuring Thomas Frey, executive director of the DaVinci Institute, who will discuss “The Future of Innovation” on Monday, December 6.

In addition, Cisneros reported on the Batavia Artists’ Guild annual show and reception, which was co-sponsored by the Library; and the success of the PC Reservation software program.

In response to a question from Trustee Trefil, discussion followed on Playaways (digital audiobooks).

11. **President’s Report**

- Appoint three (3) Trustees to serve on the Special Committee on Library Leaders

President Gibson appointed Trustees Jakubowski, Trefil, and Von Lunen to serve on the Special Committee on Library Leaders.

12. **Committee and Liaison Reports**

- a. **Standing Committee on Facilities:** Trustee Von Lunen reported that, in addition to the items on the Board agenda (surplus property and security system), agenda items included a discussion on the end panels on the Upper Level bookstacks.
- b. **Standing Committee on Finance:** There was no meeting in November

- c. **Standing Committee on Outreach:** There was no meeting in November
- d. **Standing Committee on Services:** There was no meeting in November.
- e. **Batavia Public Library Foundation:** There was no meeting in November
- f. **Friends of the Batavia Public Library:** Trustee Babcock reported on the work of the Friends of the Batavia Public Library.
- g. **Library Integrated Network Consortium (LINC):** Trustee Sullivan reported that his written report was included in the Board packet.

13. **Capital Improvements Plan for 2010–2011: Security System (Master Plan: Phase 3–B–7)**
(Standing Committee on Facilities)

Director Scheetz stated that the purpose of this report was to recommend approval of the design for the Capital Improvements Plan project related to Phase 3–B–7 of the Master Plan for the Batavia Public Library, and approval to complete the development specifications and costs estimates for a security system.

Trustee Von Lunen, as chair of the Standing Committee on Facilities, provided an overview of the project. He reported that the Standing Committee on Facilities recommended that the Board of Library Trustees approve this project, as presented.

In response to a question from Trustee Gibson, discussion followed on surveillance of the premises.

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

Motion by Trustee Von Lunen to retain KJWW Engineering Consultants P.C., of Naperville, Illinois, to develop specifications and cost estimates for a security system for the Batavia Public Library (Design Phase), at a cost of \$3,700.00, 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.

14. **“Forever, My Brother”** (Standing Committee on Outreach)

Director Scheetz reported that the Library will co-sponsor the presentation of a traveling exhibition—“Pillars of Honor”—of a scale model of the World War II monument from Washington, D.C., by the Batavia Overseas Post 1197, Veterans of Foreign Wars (VFW).

In the meantime, the VFW offered to loan the Library a print of the painting, “Forever, My Brother,” by Marc Wolfe, for public display in the Library.

Director Scheetz noted that, pursuant to the Library’s Policy on Art, “In order to determine whether to accept gifts, bequests, or indefinite loans, or to purchase particular works of art, the Standing Committee on Art [now Outreach] will review and evaluate such works of art and make a recommendation to the Board of Trustees on whether to proceed.”

He reported that the timing of the offer precluded a review by the Standing Committee on Outreach. Trustee Jakubowski, as Committee chair, authorized Director Scheetz to bring this question directly to the Board of Library Trustees.

Discussion followed on the offer by the VFW to loan the Library the print, "Forever, My Brother.

Motion by Trustee Sullivan to authorize Director Scheetz to accept the art print at the VFW event on Saturday, 18 December 2010, as a gesture of goodwill, and request Director Scheetz and the Standing Committee on Outreach to evaluate (in the future) whether the Library should display the image on a long-term basis. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

15. **Future Agenda Items**

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

16. **Comments from the Board**

There were no additional comments from the Board.

17. **Next Meetings or Events**

- a. *Thanksgiving Eve, Wednesday, 24 November 2010, Library Closed at 5:00 p.m.*
- b. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2010, Library Closed*
- c. *Day after Thanksgiving, Friday, 26 November 2010, Library Open*
- d. *Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2010, 7:00 p.m. — CANCELLED*
- e. *Observance of Christmas Eve, Thursday, 23 December 2010, Library Open*
- f. *Christmas Eve (Observance of Christmas), Friday, 24 December 2010, Library Closed*
- g. *Christmas, Saturday, 25 December 2010, Library Closed*
- h. *Sunday after Christmas, Sunday, 26 December 2010, Library Closed*
- i. *Observance of Christmas (City of Batavia), Monday, 27 December 2010, Library Open*
- j. *Observance of New Year's Eve, Thursday, 30 December 2010, Library Open*
- k. *New Year's Eve (Observance of New Year's Day), Friday, 31 December 2010, Library Closed*
- l. *New Year's Day, Saturday, 1 January 2011, Library Closed*
- m. *ALA Midwinter Meeting (San Diego), Friday–Wednesday, 7–11 January 2011*
- n. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2011, Library Open*
- o. *Board of Library Trustees (Regular Meeting), Tuesday, 18 January 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

18. **Adjournment**

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

President Gibson declared the meeting adjourned at 8:04 p.m.

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary