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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 18 January 2011

1. **Call to Order**

In the absence of President Gibson, Secretary Jakubowski was in the chair.

Trustee Jakubowski, as President pro tempore, called the regular meeting to order at 7:04 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

Trustee Jakubowski appointed Trustee Von Lunen as Secretary pro tempore.

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

3. **Call the Roll**

Trustees Present: Virginia C. Babcock, Maureen A. Jakubowski, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

Trustees Absent: Randall E. Gibson and Edward F. Skahan

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, 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 Jakubowski asked whether there were any changes to the consent agenda.

In response to a request from Trustee Sullivan, Agenda Item # 5 c (2) was moved to new Agenda Item #13, and the agenda was renumbered accordingly.

Trustee Jakubowski read the consent agenda.

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

a. **Minutes:**

- (1) Public Hearing, Tuesday, 16 November 2010
- (2) Regular Meeting, Tuesday, 16 November 2010

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): November–December 2010, including General Fund checks (61988–62294) in the amount of \$226,648.10, and payroll and taxes in the amount of \$272,751.77, for a grand total of \$499,399.87 in expenditures

c. **Other Action Items:**

- (1) An Ordinance Abating the Tax hereto Levied for the Year 2010 to Pay the Principal of and Interest on General Obligation Library Bonds, Series 1998, and General Obligation Library Bonds, Series 1999, of the Batavia Public Library District, Kane and DuPage Counties, Illinois: ORDINANCE 2011–001
- ~~(2) A Resolution Recognizing and Honoring Donna Todd as a Library Leader (Special Committee on Library Leaders): RESOLUTION 2011–001~~

Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5–0, with two members absent.

6. **Approve the Agenda**

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

7. **Financial Reports**

a. **Financial Reports:** December 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.

In response to a question from Trustee Sullivan, discussion followed on apparent deficit balances in the special funds.

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 noted that the Board’s action to abate property taxes—great news!—generated positive newspaper coverage.
- Trustee Von Lunen congratulated Trustee Babcock on her selection as Batavia Citizen of the Year. Discussion followed.

9. **Correspondence and Communications**

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

- Letter to Director Scheetz and Board of Library Trustees from Terry & Jill Kasper, owners, 10 South Coffee House (31 December 2010)
- Article, “Batavia Library taxpayers get good news” by Eric Schelkopf, *The Chronicle*, Monday, 10 January 2010
- Article, “Batavia Public Library District refinances building bonds, saving taxpayers money” by Michele Martzel, *Trib Local Batavia* [online], Monday, 10 January 2011

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

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

- **Statistical Reports**

Total Circulation

The total circulation in November reflected an increase of **4.6%** over November 2009 (62,442 compared to 59,674)—for an average of 2,153.2 items checked out per day over 29 days (the Library was closed on November 25 for Thanksgiving)—or an average of 219.9 items per hour over 284 hours.

The total circulation in December reflected an increase of **8.3%** over December 2009 (56,723 compared to 52,376)—for an average of 2,100.9 items checked out per day over 27 days (the Library was closed on December 25–27 for Christmas and December 31 for the New Year)—or an average of 203.3 items per hour over 279 hours!

Total year-to-date circulation (July–December 2010) reflected an increase of **2.0%** over the same period in the previous fiscal year (375,183 compared to 367,976).

Total Number of Visitors

The total number of visitors in November reflected a decrease of 1.0% from November 2009 (24,022 compared to 26,696)—for an average of 828.3 visitors over 29 days (the Library was closed on November 25 for Thanksgiving).

The total number of visitors in December reflected a decrease of 3.8% from December 2009 (20,940 compared to 21,763)—for an average of 775.6 visitors per day over 27 days (the Library was closed on December 25–27 for Christmas and December 31 for the New Year).

Total year-to-date number of visitors (July–December 2010) reflected a decrease of 2.5% from the same period in the previous fiscal year (160,589 compared to 164,754).

- **Other Highlights**

Master Plan—Schedule for Phases 1-B and 2-C: Director Scheetz highlighted the project schedule.

Video Games: Director Scheetz reported that the selection process was now underway for the new collection of video games; games would start to appear in the Library before the next Board meeting.

He stated that the Library would have games (for check-out only) in both Adult Services and Youth Services. However, the actual games would be shelved behind the Check Out Desk for reasons of security. The Library would acquire video games for the three major platforms: Wii, Xbox 360, and PlayStation 3 (PS3). The Library would not acquire games for handheld devices, such as the PSP.

Director Scheetz noted that the Youth Services collection would be selected for children through middle school and would include video games rated EC (Early Childhood), E (Everyone), and E10+ (Everyone 10+) by the Entertainment Software Rating Board (ESRB).¹ The Adult Services collection would be selected for all ages and maturity levels and would include video games rated (E) Everyone and E10+ (Everyone 10+) that are intended for teens or adults, and T (Teen), as well as a limited number of well-reviewed M (Mature).

Director Scheetz reported that, in keeping with the Materials Selection Policy, which is based on the Library Bill of Rights, the Library would not limit access to video games based on ratings. It is possible that minors (under the age of eighteen) might check out video games—regardless of their ratings—that are not acceptable to their parents.

He observed that this was a timely issue. Recent studies from the Pew Internet & American Life Project show that, on average, children and young adults from 8–18 years old spend more than 6 hours per day using technology, including TV, DVDs, video games, audio media, and computers.

¹The Entertainment Software Rating Board (ESRB) ratings are designed to provide concise and impartial information about the content in computer and video games so consumers, especially parents, can make informed decisions.

ESRB ratings have two equal parts: rating symbols suggest age appropriateness for the game and content descriptors indicate elements in a game that may have triggered a particular rating and/or may be of interest or concern. To take full advantage of the ESRB rating system, it is important to check both the rating symbol (on the front of the box) and the content descriptors (on the back).

Director Scheetz noted that, as with all items available at the Library, parents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. The Library—including Trustees and staff members—cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

He reported that Adult Services video games would be selected primarily from popular games recommended by print and online review sources, computer magazines, general interest magazines, and user rankings from Web sites such as GameSpot.com and GameRankings.com.

Trustee Sullivan and Trustee Von Lunen expressed support for the Library’s approach to access for children and young adults to non-print materials, such as video games.

Discussion followed on the Library’s expectations regarding the role of parents in relation to access to library resources.

Self-Check Units: Director Scheetz highlighted the report on the use of the new self-check units. The daily number of checkouts at self-check units has increased significantly since the new units were placed in service on 1 November 2010.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Winter Reading Club.

In addition, Zillman reported on a special Lego event scheduled for 29 January 2010 and the success of the Born to Read program.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular announced the schedule of events for “One Book, One Batavia.”

In addition, Cisneros reported on the New Lyceum Lecture Series and the Library’s approach to e-books and e-audiobooks.

11. **President’s Report**

There was no President’s report.

12. **Committee and Liaison Reports**

- a. **Standing Committee on Facilities:** There was no meeting in January.
- b. **Standing Committee on Finance:** There was no meeting in January.
- c. **Standing Committee on Outreach:** Trustee Babcock reported that the only agenda item was the “Portrait of Abraham Lincoln,” which appears on the Board agenda.
- d. **Standing Committee on Services:** There was no meeting in January.

- e. **Batavia Public Library Foundation:** There was no meeting in January
- f. **Friends of the Batavia Public Library:** Trustee Babcock reported on the work of the Friends of the Batavia Public Library, which will conduct its annual meeting on Thursday, 17 February 2011.
- g. **Library Integrated Network Consortium (LINC):** There was no meeting in January.

13. **A Resolution Recognizing and Honoring Donna Todd as a Library Leader** (Special Committee on Library Leaders) (Resolution 2011–001)

Director Scheetz reported that at its meeting on Tuesday, 4 January 2011, the Special Committee on Library Leaders selected Donna Todd for recognition as a Library Leader.

In response to a comment by Trustee Jakubowski, discussion followed on the work of the Special Committee on Library Leaders and, on behalf of the Committee, requested that the Board of Library Trustees approve a resolution to honor Donna Todd as the recipient of this award.

At the Board’s request, Director Scheetz read the proposed resolution into the record:

A Resolution Recognizing and Honoring Donna Todd as a Library Leader

WHEREAS, Donna Todd is a long-time, active member of the Friends of the Batavia Public Library; and

WHEREAS, Ms. Todd served as a strong participant on the Executive Committee and (later) Board of Directors of the Friends of the Batavia Public Library, and helped to build that organization to a high level of success; and

WHEREAS, at a difficult time in the history of the Friends of the Batavia Public Library, Ms. Todd accepted responsibility for the book sale, recruited a cadre of dedicated volunteers, and developed a system to manage the myriad details necessary to produce an ever-growing—and increasingly successful—book sale; and

WHEREAS, Ms. Todd was in charge of the book sale for eight years, from 2001–2008, and, during that time the proceeds increased from \$1,000 at the first sale in 2001 to a peak of \$11,000 in 2007; and

WHEREAS, Ms. Todd was a strong advocate for seeing that the hard-earned proceeds of the book sales were spent on services, collections, and programs to benefit the Batavia Public Library and the community it serves

WHEREAS, Ms. Todd was a passionate and proud booster of the Batavia Public Library and the Friends of the Batavia Public Library, because she knew the role that the Library played in the community and the impact that it would have on generations to come.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Batavia Public Library District, Batavia, Illinois, in the Counties of Kane and DuPage, Illinois, as follows:

Section 1. Donna Todd is hereby named a Library Leader.

Section 2. In recognition whereof, Ms. Todd's name shall be inscribed in the Book of Library Leaders that is displayed at the entrance to the Library Leaders Reading Room.

Motion by Trustee Von Lunen to approve "A Resolution Recognizing and Honoring Donna Todd as a Library Leader" (Resolution 2011-001), as presented. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5-0, with two members absent.

14. **Conservation: "Portrait of Abraham Lincoln" (1876)** (Standing Committee on Outreach)

Trustee Jakubowski presented a proposal from the Standing Committee on Outreach to commission the restoration and conservation of the "Portrait of Abraham Lincoln" (1876)—but not its frame—for approval by the Board of Library Trustees.

Director Scheetz reported that the "Portrait of Abraham Lincoln" (1876) was valued at \$6,500 and its frame was valued at \$750.

In response to a question from Trustee Von Lunen, discussion followed on the frame.

Director Scheetz reported that both the appraiser and the frame conservator described the frame as 19th century and most likely original to the painting, but (in so many words) otherwise unexceptional. The cost to completely restore the frame was considered prohibitively expensive, so the Committee deferred a recommendation on the frame pending further investigation of options. Discussion followed.

In response to a question from Trustee Sullivan, discussion followed on the condition of the painting.

Motion by Trustee Sullivan to approve the proposal from the Conservation Center of Chicago, Illinois, in the amount of \$2,710.00, to complete the restoration and conservation of the "Portrait of Abraham Lincoln" (1876), as presented. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5-0, with two members absent.

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**

Trustee Von Lunen expressed his appreciation regarding the condolences he received on the recent passing of his mother.

Trustee Babcock shared articles on efforts to rebuild libraries in Haiti (from the American Library Association) and Illinois libraries' efforts towards "Going Green" (from the Illinois Library Association). In regard to the latter topic, she shared two new R's: rethink and relate.

17. **Next Meetings or Events**

- a. *Birthdays of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2011, Library Open*

- b. *Lincoln's Birthday, Saturday, 12 February 2011, Library Open*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 15 February 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- d. *Washington's Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known as Presidents Day — Monday, 21 February 2011, Library Open*
- e. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 13 March 2011*
- f. *Board of Library Trustees (Regular Meeting), Tuesday, 15 March 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- g. *129th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2011), Monday, 4 April 2011*
- h. *130th Anniversary of the Batavia Public Library (5 April 1881–2011), Tuesday, 5 April 2011*
- i. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 5 April 2011*

18. **Adjournment**

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

Trustee Jakubowski declared the meeting adjourned at 8:02 p.m.

Respectfully submitted,

Maureen A. Jakubowski
President pro tempore

J. Thomas Von Lunen
Secretary pro tempore