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## MINUTES

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

#### *Regular Meeting*

Tuesday • 15 February 2011

1. **Call to Order**

President Gibson called the regular meeting to order at 7:04 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

In the absence of Secretary Jakubowski, President Gibson appointed Trustee Trefil to serve as Secretary pro tempore.

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

3. **Call the Roll**

**Trustees Present:** Virginia C. Babcock, Randall E. Gibson, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

**Trustees Absent:** Maureen A. Jakubowski and Edward F. Skahan

**Staff Members Present:** Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, Kerry A. Halter, Laura A. Hensley, James K. Klyczek, and Joanne C. Zillman

**Visitors Present:** Scott Anderson, Schwartz Construction Group; 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**

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, 18 January 2011

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): January 2011, including General Fund checks (62295–62464) in the amount of \$146,113.25, and payroll and taxes in the amount of \$106,197.54, for a grand total of \$252,310.79 in expenditures.

c. **Other Action Items:**

- (1) 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 2011–002
- (2) Technology Plan for 2011–2014 (Standing Committee on Facilities)

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

6. **Approve the Agenda**

Motion by Trustee Trefil to approve the agenda as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

7. **Financial Reports**

a. **Financial Reports:** January 2011

- 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 Gibson, discussion followed on checks issued to Nicor Gas and the City of Batavia for utility expenses.

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 Mayor Jeffery D. Schielke approached him about the City's pending downtown streetscape project. The first neighborhood planning meeting is scheduled for Tuesday, February 22, to discuss Batavia Avenue from Main Street to Houston Street.

9. **Correspondence and Communications**

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

- "Directory of Boards (Revised 15 February 2011)"
- Letter of appreciation from the coordinators of the Batavia ACCESS Toy Store (January 2010)

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

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

- **Statistical Reports**

Total Circulation

The total circulation in January reflected an increase of **7.5%** over January 2010 (66,665 compared to 62,035)—for an average of 2,222.2 items checked out per day over 30 days (the Library was closed on January 1 for New Year's Day)—or an average of 227.5 items per hour over 293 hours!

Total year-to-date circulation (July 2010–January 2011) reflected an increase of **2.8%** over the same period in the previous fiscal year (441,848 compared to 430,011).

Total Number of Visitors

The total number of visitors in January reflected a decrease of 1.4% from January 2010 (27,109 compared to 27,502)—for an average of 903.6 visitors per day over 30 days (the Library was closed on January 1 for New Year's Day)—or an average of 92.5 visitors per hour over 293 hours!

Total year-to-date number of visitors (July 2010–January 2011) reflected a decrease of 2.4% from the same period in the previous fiscal year (187,698 compared to 192,256).

- **Other Highlights**

**Trivia Bee for Literacy:** Director Scheetz reported that the Library's championship Trivia Bee team, the Know-It-Owls, will be sponsored by the Rotary Club of Batavia at this year's event on Saturday, March 19.

**Name the New Library System:** Director Scheetz announced that employees and trustees of members of any of the five merging regional library systems—as well as system staff members—are invited to submit suggestions for the new system's name.

**Wind Turbine at the Library:** Director Scheetz reported that the Batavia Chamber of Commerce will sponsor a Green Energy Expo for the entire community at the Library on Saturday, February 19. As a featured part of the exposition, New Edison Energy LLC of Batavia

will install a portable hybrid street light—that is, a street light powered by a vertical axis wind turbine—in front of the Library (adjacent to the bicycle racks to the east of the main entrance).

**Live Homework Help:** Director Scheetz reported that, in January 2011, there were 100 sessions in Live Homework Help, of which 63 were tutoring sessions and 37 were Skills Center sessions.

**New Lyceum Lecture Series:** In response to a question from Trustee Gibson, Director Scheetz announced the thirteenth event in the New Lyceum Lecture Series, co-sponsored by *The Chronicle*, on Tuesday, February 22: “How Can You Represent Someone Like That?” presented by Dennis Shere, attorney and author of *The Last Meal: Defending an Accused Mass Murderer*. Shere was a member of the defense team for Juan Luna, one of the two men accused of the Brown’s Chicken murders.

- **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 the “Born to Read” promotional video that was filmed recently in the Library; and the new video games collection.

In response to a question from Trustee Gibson, discussion followed on the life cycle of video games.

- **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 electronic books (e-books).

In response to a question from Trustee Gibson, discussion followed on e-books.

11. **President’s Report**

There was no President’s report.

12. **Committee and Liaison Reports**

- Standing Committee on Facilities:** There was no meeting in February
- Standing Committee on Finance:** There was no meeting in February.
- Standing Committee on Outreach:** There was no meeting in February
- Standing Committee on Services:** There was no meeting in February.
- Batavia Public Library Foundation:** Trustee Gibson reported on the work of the Batavia Public Library Foundation and, in particular, on Bulldogs Unleashed.
- 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, February 17.

g. **Library Integrated Network Consortium (LINC):** There was no meeting in February.

13. **Contract for Interior Renovations:** Master Plan: Phase 1–B and Phase 2–C (in part)  
(Ruddy Brothers, Inc.)

Director Scheetz reported that the Library received thirteen (13) bids for this project. The range of bid amounts was \$96,525.00 from Schwartz Construction Group to \$163,000 from Best Construction Services. Six bids fell in the range of \$124,000.00 to \$131,000.00. The other five bids were high, falling in the range of \$138,500.00 to \$154,000.00.

Director Scheetz described the process used to determine the “lowest responsible bidder,” which involved “threshold analysis.” According to Attorney Roger A. Ritzman:

*In competitive bidding, a threshold analysis is required as to whether bids are “responsive” to the bidding requirements. In essence, before analyzing the amount of the bid and the responsibility of the bidder, we must determine whether a bid is “responsive” to the procedural requirements of the bidding process. If a bid is responsive, we proceed to the next step of evaluating the bid amount and the responsibility of the bidder. If a bid is not responsive, we should not consider the bid, and the amount of the bid and the responsibility of the bidder are irrelevant.*

Director Scheetz reported that, immediately following the bid opening, he and Architect Michael E. Brannan evaluated the five (5) lowest bids in order to determine whether they were “responsive to the procedural requirements of the bidding process,” as described by Attorney Ritzman.

Director Scheetz reported that they concluded that Schwartz Construction Group was “not responsive to the procedural requirements of the bidding process.” The next apparent low bid from Ruddy Brothers Inc. was determined to be “responsive to the procedural requirements of the bidding process.”

Based on an evaluation of the complete bid package conducted by Architect Brannan and Director Scheetz, the lowest responsible bidder was determined to be Ruddy Bros., Inc., of North Aurora, Illinois, in the amount of \$124,000.00.

Director Scheetz noted that the contract will use the following AIA form: A101 (2007). Upon approval of the lowest responsible bidder by the Board of Library Trustees, the contract will be prepared by Architect Brannan, approved by Attorney Ritzman, and executed by Director Scheetz.

In response to a question from Trustee Von Lunen, Director Scheetz confirmed that the Library was awarded a grant for this project in the amount of \$20,000 from the State of Illinois.

Motion by Trustee Babcock to (1) accept the bid for interior renovations related to Phase 1–B and Phase 2–C (in part) of the Master Plan for the Batavia Public Library from Ruddy Brothers, Inc., of North Aurora, Illinois, as presented; and (2) authorize the Library Director to execute a contract with Ruddy Brothers, Inc., of North Aurora, Illinois, in the amount of \$124,000. Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Gibson, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5–0, with two 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**

Trustee Babcock expressed her gratitude to the Board of Library Trustees and Library employees for the support she received on the occasion of being named Batavia Citizen of the Year. In addition, she expressed her appreciation to Director Scheetz for his remarks at the Annual Awards Dinner.

16. **Next Meetings or Events**

- a. *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*
- b. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 13 March 2011*
- c. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 March 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- d. *129th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2011), Monday, 4 April 2011*
- e. *130th Anniversary of the Batavia Public Library (5 April 1881–2011), Tuesday, 5 April 2011*
- f. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 5 April 2011*

17. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:59 p.m.

Respectfully submitted,

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Randall E. Gibson  
President

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James F. Trefil  
Secretary pro tempore