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## MINUTES

**Standing Committee on Finance • Board of Trustees • Batavia Public Library District**

*and*

**Standing Committee on Services • Board of Trustees • Batavia Public Library District**

*Special Meeting in Joint Session*

Tuesday • 1 March 2011

1. **Call to Order**

a. **Standing Committee on Finance** (Trustee Sullivan)

Trustee Sullivan called the meeting of the Standing Committee on Finance to order at 6:34 p.m.

b. **Standing Committee on Services** (Trustee Gibson)

Trustee Gibson called the meeting of the Standing Committee on Services to order at 6:34 p.m.

The special meetings of the Standing Committee on Finance and the Standing Committee on Services continued in joint session. Trustee Sullivan was in the chair.

2. **Call the Roll**

**Committee Members Present:**

For the Standing Committee on Finance: Douglas S. Sullivan and James F. Trefil

For the Standing Committee on Services: Russell E. Gibson, Maureen A. Jakubowski, and Douglas S. Sullivan

**Committee Members Absent:**

For the Standing Committee on Finance: J. Thomas Von Lunen

For the Standing Committee on Services: None

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz, Business Manager Joy K. Ganster, and Deputy Director Joanne C. Zillman

**Visitors Present:** D. Adam Probst, employee benefits consultant, Better Business Planning, Inc., of Itasca, Illinois

3. **Approve the Agenda**

Trustee Sullivan asked whether there were any changes to the agenda.

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

4. **Approve the Minutes**

Pursuant to advice from Attorney Roger A. Ritzman, each Committee voted on its own minutes.

a. **Standing Committee on Finance:** Special Meeting in Joint Session with the Standing Committee on Services, Tuesday, 7 September 2010

Trustee Sullivan asked whether there were any changes to the minutes, copies of which were included in the Committee packet.

Motion by Trustee Trefil to approve the minutes of the special meeting, as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

b. **Standing Committee on Finance:** Special Meeting, Tuesday, 5 October 2010

Trustee Sullivan asked whether there were any changes to the minutes, copies of which were included in the Committee packet.

Motion by Trustee Trefil to approve the minutes of the special meeting, as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

c. **Standing Committee on Services:** Special Meeting in Joint Session with the Standing Committee on Finance, Tuesday, 7 September 2010

Trustee Gibson asked whether there were any changes to the minutes, copies of which were included in the Committee packet.

Motion by Trustee Jakubowski to approve the minutes of the special meeting, as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

d. **Standing Committee on Services:** Special Meeting, Tuesday, 2 November 2010

Trustee Gibson asked whether there were any changes to the minutes, copies of which were included in the Committee packet.

Motion by Trustee Jakubowski to approve the minutes of the special meeting, as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

5. **Group Medical Insurance** (Standing Committee on Finance / Standing Committee on Services)

Business Manager Ganster introduced D. Adam Probst, employee benefits consultant, Better Business Planning, Inc., of Itasca, Illinois, who was invited to present a new concept for managing group medical insurance, which would allow the Library to keep Blue Cross Blue Shield and have better control over the cost of insurance.

Director Scheetz reported that Trustee Gibson had introduced the Library to Better Business Planning. He learned of the benefits consultant from one of his clients, the Indian Prairie Public Library District (Darien, Illinois).

Probst distributed copies of a “Benefits Review & Audit for Batavia Public Library District,” which he walked through with the Committee. As part of his presentation, Probst introduced the Committee to the concept of a Health Reimbursement Arrangements (HRA).

In response to a question from Trustee Gibson, discussion followed on the timeline for group medical insurance and the transition process.

Director Scheetz reported that open enrollment for the Library takes place in May.

Probst described third-party administration options and various scenarios for the Library. Discussion followed.

Director Scheetz requested feedback from the Committee. He suggested that, if the Trustees support the concept as described by Better Business Planning, then the Library Director, Human Resources Specialist, and Business Manager would work with Probst to develop several financial illustrations for presentation in April.

In response to a comment by Trustee Gibson, discussion followed on whether the Library was interested solely in cost-neutral plans or other options.

Trustee Sullivan expressed an interest in reviewing comparable scenarios, including one that involved an HRA and one that represented the status quo.

The Committee expressed its appreciation to Probst.

Probst left the meeting at 7:31 p.m.

The Committee continued to discuss its options.

In response to a question from Trustee Trefil, discussion followed on Better Business Planning and its role as a broker.

The consensus of the Committees in joint session was to authorize the Library Director to develop several financial illustrations for presentation in April.

Trustee Gibson left the meeting at 7:36 p.m.

6. **Compliance with the Identity Protection Act [P.S. 96–874]** (Standing Committee on Services)

Director Scheetz reported that a new law, the “Identity Protection Act,” requires the Library to adopt a policy on identity protection prior to 1 June 2011.

He noted that a memorandum in this regard, from Attorneys Roger A. Ritzman and Robert T. C. Kay, was included in the Committee packet for purposes of information and discussion.

In response to a question from Trustee Sullivan, discussion followed on the impact of the “Identity Protection Act” on the Library.

Director Scheetz reported that he would bring a policy to the Board for its approval at a future meeting.

7. **Digital Collection:** An Agreement by and between the Batavia Public Library District and the Batavia Historical Society (Standing Committee on Services)

Director Scheetz noted that a proposed agreement on “Digital Collections” was included in the Committee packet. In the meantime, feedback on the form of the Agreement was received from

Attorney Roger A. Ritzman, so Director Scheetz distributed a revised version of the Agreement, which delineated the changes, to the Committee. Discussion followed

Motion by Trustee Sullivan to recommend that the Board of Library Trustees approve “Digital Collection: An Agreement by and between the Batavia Public Library District and the Batavia Historical Society,” as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

The consensus of the Committees in joint session was that this item should appear on the Consent Agenda.

8. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

9. **Comments from the Committee**

There were no additional comments from either Committee.

10. **Next Meetings or Events**

- a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 13 March 2011*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 15 March 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *129th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2011), Monday, 4 April 2011*
- d. *130th Anniversary of the Batavia Public Library (5 April 1881–2011), Tuesday, 5 April 2011*
- e. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 5 April 2011*
- f. ***Standing Committee on Services, Tuesday, 5 April 2011, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. ***Standing Committee on Finance, Tuesday, 5 April 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 19 April 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- i. *National Library Week (54th Annual Observance), Sunday–Saturday, 10–16 April 2011 — to celebrate libraries and librarians and the pleasures and importance of reading, and to invite library use and support — 2011 Theme: Create your own story @ your library®*
- j. *Good Friday, Friday, 22 April 2011, Library Open*
- k. *Easter, Sunday, 24 April 2011, Library Closed*
- l. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Saturday, 30 April 2011 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*

11. **Adjournment**

Motion by Trustee Trefil to adjourn the meeting. Seconded by Trustee Jakubowski. All: Aye.  
The motion carried.

Trustee Sullivan declared the joint meeting adjourned at 7:45 p.m.

Respectfully submitted,

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George H. Scheetz  
Director