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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 15 March 2011

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: Randall E. Gibson, Maureen A. Jakubowski, Douglas S. Sullivan (via telephone), James F. Trefil, and J. Thomas Von Lunen

Trustee Gibson stated that Director Scheetz had received a notice from Trustee Sullivan pursuant to the "Policy on Attendance by a Means Other Than Physical Presence," in which he (Trustee Sullivan) expressed a request to attend the meeting electronically (via telephone). Trustee Gibson asked whether there were any objections to the request. Hearing no objections, President Gibson declared that Trustee Sullivan was present as the meeting, and eligible to participate and vote.

Trustees Absent: Virginia C. Babcock 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**

President Gibson asked whether there were any changes to the consent agenda.

In a response to a request from Director Scheetz, Agenda Item # 5 c (1) was moved to new Agenda Item # 14, and the agenda was renumbered accordingly.

President Gibson read the consent agenda.

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

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 15 February 2011

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): February 2011, including General Fund checks (62465–62609) in the amount of \$104,336.89, and payroll and taxes in the amount of \$112,350.60, for a grand total of \$216,687.49 in expenditures.

c. **Other Action Items:**

- ~~(1) Digital Collection: An Agreement by and between the Batavia Public Library District and the Batavia Historical Society (Standing Committee on Services)~~

Seconded by Trustee Von Lunen. Roll Call: Gibson, 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 amended. Seconded by Trustee Sullivan. All: Aye. The motion carried.

7. **Board Education:**

- a. **Board Education:** Review Chapter 2, “Governance and Administration,” of *Serving Our Public 2.0: Standards for Illinois Public Libraries* (2009)

Director Scheetz reported that one of the requirements for the 2010–2011 Per Capita Grant is that the Library must review and report on progress in meeting Chapter 2, “Governance and Administration,” of *Serving Our Public 2.0: Standards for Illinois Public Libraries* (2009).

He summarized his written report on the Library’s compliance with the pertinent core and supplemental standards, which was distributed in the Board packet.

In response to a question from Trustee Sullivan, discussion followed on a portion of Core Standard 13; that is, a policy on “access to materials” and, in particular, the Library’s adherence to the principles set forth in the Library Bill of Rights, which is referenced in the Library’s “Materials Selection Policy” and other policy statements.

- b. **“Born to Read”:** Promotional Video

Joanne C. Zillman, deputy director and head, Youth Services, presented a promotional video on the “Born to Read” program, which was produced by Batavia Access Television (BATV) and available for viewing on BATV and the Library’s Web site. Discussion followed.

8. **Financial Reports**

a. **Financial Reports: February 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 snow-removal services.

9. **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 Gibson recognized the success of the “Born to Read” program.
- Trustee Sullivan reported that while the Batavia Artists’ Guild is in the process of dissolving its organization, which is bad news. However, the organization plans to donate its remaining funds to the Batavia Public Library, which is good news.

10. **Correspondence and Communications**

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

- Letter (via email) from Alberto D. Principe of the Audiology and Speech Department of Edward Hines V.A. Hospital to Director Scheetz, expressing appreciation for his “dedication to customer service excellence” (10March 2011)

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

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

- **Statistical Reports**

- Total Circulation

- The total circulation in February reflected an increase of **6.5%** over February 2010 (62,961 compared to 59,128)—for an average of 2,331.9 items checked out per day over 27 days (the Library was closed on February 2 due to inclement weather)—or an average of 242.2 items per hour over 260 hours!

- Total year-to-date circulation (July 2010–February 2011) reflected an increase of 3.2% over the same period in the previous fiscal year (504,809 compared to 489,139).

Total Number of Visitors

The total number of visitors in February reflected a decrease of 4.9% from February 2010 (25,041 compared to 26,321)—for an average of 927.4 visitors per day over 27 days (the Library was closed on February 2 due to inclement weather)—or an average of 96.3 visitors per hour over 260 hours!

Total year-to-date number of visitors (July 2010–February 2011) reflected a decrease of 2.7% from the same period in the previous fiscal year (212,739 compared to 218,577).

- **Other Highlights**

Good Suggestion: Director Scheetz reported that Kerry K. Halter, Technical Services coordinator, was awarded a \$50 gift certificate toward the Library's next order at Showcases in recognition of a suggestion she made to the company. Showcases supplies the Library with audiobook cases, cases for those audio-visual items that are odd-sized (such as Muzzy language kits and Hooked on Phonics), and a few other items.

Employees in the News: Director Scheetz noted that Stacey L. Cisneros, an enthusiastic Buddy Holly fan, was the subject of Chapter 10 ("Maybe baby I shouldn't be so sad") of the newly published book, *Hey Buddy: In Pursuit of Buddy Holly, My New Buddy John, and My Lost Decade of Music*, by Gary W. Moore (2011).

Live Homework Help®—Powered by Tutor.com: Director Scheetz observed that Live Homework Help is well-used service that is funded jointly by the Library and Batavia Unified School District 101. He cited this project as a great partnership and a positive example of intergovernmental collaboration in service of the local community.

New Lyceum Lecture Series: Director Scheetz proudly announced the fourteenth event in the New Lyceum Lecture Series on Wednesday, 13 April 2011—"The Sixties and Advertising... Brought to you by *Mad Men*," presented by Jeffrey Chown, distinguished teaching professor of Communication at Northern Illinois University.

- **Report from Youth Services**

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

- **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."

Trustee Von Lunen complimented Adult Services on the excellent quality of the public programs related to "One Book, One Batavia."

In addition, Cisneros reported on "Next Reads" (book-related electronic newsletters).

In response to a question from Trustee Trefil, discussion followed on the source of public programs. Trustee Trefil suggested consideration of an educational program on Medicare issues.

12. **President's Report**

- **Action Teams:** President Gibson appointed the following Trustees to Action Teams: (1) Promote Lifelong Learning and Leisure Pursuits (Trustee Trefil); (2) Provide a Welcoming and Comfortable Destination (Trustee Von Lunen); (3) Support Early Literacy and Formal Learning (Trustee Jakubowski).
- **Capital Maintenance Projects:** President Gibson reported that he met recently with Director Scheetz and Jeffery E. Chaney, head, Facilities Services, to discuss the creation of a schedule of capital maintenance projects in support of Objective / Project # 7, "Create a separate detailed schedule of projects (as identified in the Master Plan) and convert the schedule to a long-term Capital Improvements Plan (CIP) with anticipated project costs and dates."

13. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** There was no meeting in March.
- b. **Standing Committee on Finance:** Trustee Sullivan reported that the Standing Committee on Finance met in joint session with the Standing Committee on Services. In addition to one item on the Board agenda (Digital Collection), agenda items included group medical insurance—in particular, information on Health Savings Account (HSA)¹ options—and compliance with the Identity Protection Act [P.S. 96–874].
- c. **Standing Committee on Outreach:** Trustee Jakubowski reported that information on the original frame for "Portrait of Abraham Lincoln" (1876), frame specifications, and several proposals for new frames were considered by the Standing Committee on Outreach. The Committee selected (and authorized Director Scheetz to commission) conservation framing from the Conservation Center of Chicago using Frame F3561, in the amount of \$540.
- d. **Standing Committee on Services:** See "Standing Committee on Finance"
- e. **Batavia Public Library Foundation:** Trustee Gibson reported on the work of the Batavia Public Library Foundation and, in particular, on Bulldogs Unleashed.
- f. **Friends of the Batavia Public Library:** Director Scheetz reported on the work of the Friends of the Batavia Public Library, which recently conducted its annual meeting on Thursday, 17 February 2011.

Deputy Director Zillman noted that Donna Todd, the newest recipient of recognition as a Library Leader, is an active member of the Friends of the Batavia Public Library.

- g. **Library Integrated Network Consortium (LINC):** Trustee Sullivan reported on the work of LINC and, in particular, noted that the Governing Board discussed investment options and two member libraries (Franklin Park and Itasca) currently have HRAs / HSAs for group medical insurance.

¹A Health Savings Account (HSA) is a tax-exempt savings vehicle available to individuals covered by high-deductible health plans (HDHPs). Funds in the account are used to pay for qualified medical expenses.

The funds contributed to an HSA are not subject to federal income tax at the time of deposit. Unlike a flexible spending account (FSA), funds roll over and accumulate year to year if not spent. HSAs are owned by the individual, which differentiates them from company-owned Health Reimbursement Arrangements (HRAs) that are an alternate tax-deductible source of funds paired with either HDHPs or standard health plans.

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

Director Scheetz reported that the Board of Directors of the Batavia Historical Society has expressed a desire to collaborate with the Library to provide online public access to digital versions of its newsletter, newsletter index, newspaper index, and other documents, photographs, and artifacts related to the history of Batavia, Batavia Township, and Kane County, Illinois.

The Standing Committee on Services supports the proposal for a “Digital Collection,” which would benefit both organizations and the community at large, and has recommended approval of an Agreement in this regard.

Director Scheetz reported that the Agreement was developed by Gary King, representing the Batavia Historical Society, and Stacey L. Cisneros, representing the Library. He presented a modified copy of the Agreement that was revised based on feedback from Attorney Roger A. Ritzman.

Motion by Trustee Jakubowski to approve “Digital Collection: An Agreement by and between the Batavia Public Library District and the Batavia Historical Society,” as amended. 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**

Trustee Jakubowski highlighted an article in the *Chicago Tribune* (Monday, 7 March 2011) about the new Fountaindale Public Library in Bolingbrook, Illinois, which was described as a “library of the future” with state-of-the art equipment in a three-story, \$39.5 million building.

Trustee Sullivan reported that he and Trustee Babcock participated in a neighborhood meeting on the Batavia streetscape project (related to Batavia Avenue). He recommended that the Library should stay engaged in the streetscape project, which will include further neighborhood meetings (related to Wilson Street and other areas).

17. **Next Meetings or Events**

- a. *129th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2011), Monday, 4 April 2011*
- b. *130th Anniversary of the Batavia Public Library (5 April 1881–2011), Tuesday, 5 April 2011*
- c. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 5 April 2011*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 April 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- e. *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*

f. *Good Friday, Friday, 22 April 2011, Library Open*

g. *Easter, Sunday, 24 April 2011, Library Closed*

h. *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*

18. **Adjournment**

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

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

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary