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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 19 April 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.

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, Laura A. Hensley, and Joanne C. Zillman

Visitors Present: Samuel C. Franzmann; 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, 15 March 2011

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): March 2011, including General Fund checks (62610–62795) in the amount of \$135,563.11, and payroll and taxes in the amount of \$112,268.13, for a grand total of \$247,831.24 in expenditures.

c. **Other Action Items:**

- (1) A Resolution Converting the Batavia Public Library District’s 457 Prototype Plan from a “Current Balance Forward Recordkeeping System” to a “Daily Valuation Recordkeeping System”: RESOLUTION 2011–003
- (2) Policy on Identity Protection (Standing Committee on Services)

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.

6. **Approve the Agenda**

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

7. **Financial Reports**

a. **Financial Reports:** March 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 Von Lunen, discussion followed on the rates reflected on the current telephone bill.

In response to a question from Trustee Gibson, discussion followed on the utility bills from the City of Batavia.

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.

9. **Correspondence and Communications**

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

- Letter from Jesse White, Secretary of State and State Librarian, to Director Scheetz, announcing the award of the FY11 Illinois Public Library Per Capita Grant in the amount of \$26,323.12 (15March 2011)
- *Via Downtown Batavia* [newsletter], Batavia MainStreet, Spring 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 March reflected an increase of **12.6%** over March 2010 (73,000 compared to 64,853)—for an average of 2,354.8 items checked out per day over 31 days—or an average of 234.0 items per hour over 312 hours!

Total year-to-date circulation (July 2010–March 2011) reflected an increase of **4.3%** over the same period in the previous fiscal year (577,809 compared to 553,992).

Total Number of Visitors

The total number of visitors in March reflected an increase of **1.0%** from March 2010 (30,143 compared to 29,831)—for an average of 927.4 visitors per day over 31 days—or an average of 96.6 visitors per hour over 312 hours!

Total year-to-date number of visitors (July 2010–March 2011) reflected a decrease of **2.2%** from the same period in the previous fiscal year (242,882 compared to 248,408).

- **Other Highlights**

Consolidated Election: Director Scheetz express congratulations to Trustees Jakubowski and Von Lunen on their election to the Board of Library Trustees for another four-year term.

Bequest: Director Scheetz reported that the Library received a distribution from the Estate of Lois M. Lockhart in the amount of \$13,000. This bequest, which was first reported last year, was designated by the donor “for capital improvements and equipment purchases.”

Under the terms of the Management Agreement with the Batavia Public Library Foundation, the funds were retained by the Library (due to the specific purpose of the gift), and not transferred to the Foundation.

Given the purpose, and with the Board's indulgence, the Standing Committee on Facilities will be asked to consider possible uses for the funds for recommendation to the Board. Discussion followed.

- **Report from Youth Services**

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

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, announced that the BataviaHistory.org Web site, developed in collaboration with the Batavia Historical Society, is now live. It can be accessed either directly or via the Library's Web site.

In response to a question from Trustee Von Lunen, discussion followed on steps taken to publicize the new Web site.

In addition, Cisneros reported on National Library Week activities and a pending visit by popular author Sandra Dallas on Saturday, 21 May 2011.

11. **President's Report**

President Gibson observed that this meeting was his last as presiding officer, as his term on the Board of Library Trustees will conclude in May.

Special Committee on Nominations: President Gibson reported that the biennial election of officers would take place in May, and called for two Trustees to serve on the Special Committee on Nominations. He appointed Trustee Jakubowski and Trustee Von Lunen to serve in this capacity.

12. **Committee and Official Representative Reports**

Trustee Gibson reported that there were no committee meetings in April in order to allow Trustees to participate in "neighborhood meetings" on the City of Batavia streetscape plan.

- a. **Standing Committee on Facilities:** There was no meeting in April.
- b. **Standing Committee on Finance:** There was no meeting in April.
- c. **Standing Committee on Outreach:** There was no meeting in April.
- d. **Standing Committee on Services:** There was no meeting in April.
- e. **Batavia Public Library Foundation:** Trustee Gibson reported on the work of the Batavia Public Library Foundation and, in particular, on Bulldogs Unleashed.

In addition, he reported that the Foundation would sponsor the 3rd annual "Library Links! Miniature Golf in the Library" on Sunday, October 23.

Finally, he reported that the Foundation approved a grant to the Library in the amount of \$5,000 in support of the New Lyceum Lecture Series, as a "Season Sponsor" for 2011–2012.

- f. **Friends of the Batavia Public Library:** There was no meeting in April.

- g. **Library Integrated Network Consortium (LINC):** Trustee Sullivan distributed a written report at the meeting. He reported on the work of LINC and, in particular, noted that the Governing Board elected officers for 2011–2012.

13. **Future Agenda Items**

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

14. **Comments from the Board**

There were no additional comments from the Board.

15. **Next Meetings or Events**

- a. *Good Friday, Friday, 22 April 2011, Library Open*
- b. *Easter, Sunday, 24 April 2011, Library Closed*
- c. *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*
- d. *Board of Library Trustees (Regular Meeting), Tuesday, 17 May 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

16. **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 7:32 p.m.

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary