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MINUTES

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

Special Meeting

Tuesday • 3 May 2011

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:06 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Randall E. Gibson, Maureen A. Jakubowski, and Douglas S. Sullivan

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz and Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

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

4. **Approve the Minutes:** Special Meeting in Joint Session with the Standing Committee on Finance, Tuesday, 1 March 2011

At the request of Director Scheetz, this agenda item was deferred to the next meeting.

5. **An Agreement by and between the Batavia Public Library District and the Friends of the Batavia Public Library**

Director Scheetz walked the Committee through a preliminary version of a proposed agreement with the Friends of the Batavia Public Library.

Discussion followed on the following Sections:

- (7) Use of the Book Sale Area for Public Sales (p. 4)

In response to a question from Trustee Sullivan, discussion followed on insurance requirements.

In response to a question from Trustee Sullivan, discussion followed on staff oversight of the public sales.

- Terms of Agreement (p. 7)

In response to a question from Trustee Gibson, discussion followed on the condition of the Book Sale Area at such time as the Friends may discontinue using it.

The consensus of the Committee supported the general direction of the proposed agreement with the Friends of the Batavia Public Library.

Director Scheetz described the process for completion of the agreement, including meeting with and getting feedback from the Friends Board, and getting feedback from Attorney Roger A. Ritzman.

6. **Strategic Plan: Objectives / Projects for Year Four (July 2011–June 2012)**

Director Scheetz reported that each of the three Action Teams provided progress reports and recommendations in relation to the Goals and Objectives / Projects for Year Three (July 2010–July 2011) and provided recommendations for new (or revised) Goals and Objectives / Projects for Year Four (July 2011–June 2012).

Director Scheetz walked the Committee through the combined report, which was included in the Committee packet.

Discussion followed on the following Objectives / Projects:

- Evaluate the collection of e-books and e-audiobooks for all ages and expand as needed [Year Four]

In response to a question from Trustee Gibson, discussion followed on the Kindle and related issues.

The consensus of the Committee supported the recommendations of the Action Teams.

Motion by Trustee Sullivan to recommend that the Board of Library Trustees approve Goals and Objectives / Projects for 2011–2012 in support of the Strategic Plan, as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

The consensus of the Committee was to include this project on the consent agenda.

7. **Performance Appraisal for Library Director: Review Process for 2010–2011**

Director Scheetz presented an outline of the review process and several decision points (shown below in italics), for purposes of discussion.

- *Does the Board wish to use the Areas of Accountability as part of the review process?*

The Committee did not address this question. The Areas of Accountability (as established in 2009) will be distributed with the Performance Appraisal packet.

- *Does the Board wish to use the 360-degree feedback instrument as part of the review process?*

In response to a comment by Trustee Gibson, discussion followed on the 360-degree feedback process.

The consensus of the Committee was to continue to use the 360-degree feedback instrument, but with the Director's direct reports only.

- *The final progress report on "Library Director: Goals for July 2010–June 2011" will be distributed to the Board of Library Trustees with the "Performance Appraisal for Library Director" instrument(s). (The Board has received regular progress reports as part of the monthly Director's Report.)*
- *Proposed "Goals for July 2011–June 2012"—based on the Strategic Plan's "Objectives / Projects for 2011–2012"—will be presented at the Committee meeting on Tuesday, June 7.*
- *Set deadline for Trustees to return appraisal instrument(s) to Board President—perhaps Tuesday, June 14.*

The consensus of the Committee was to change the deadline to Tuesday, June 7.

In response to a question from Trustee Sullivan, discussion followed on the use of SurveyMonkey (or a similar product) to complete the appraisal instrument.

The consensus of the Committee was to distribute the appraisal instrument as a Word document.

- *Discussion of Library Director's evaluation scheduled as part of the Board meeting on Tuesday, June 21.*

Trustee Gibson expressed a willingness to assist Trustee Sullivan in carrying out the appraisal process, as needed.

8. **Comments from the Committee**

Trustee Sullivan requested a future agenda item on the identification protocol for "How to Register for a Library Card."

9. **Next Meetings or Events**

- Children's Book Week (92nd Annual Observance), Monday–Sunday, 2–8 May 2011*
- Board of Library Trustees (Regular Meeting), Tuesday, 17 May 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- Sunday before Memorial Day, Sunday, 29 May 2011, Library Closed*
- Memorial Day (last Monday in May), Monday, 30 May 2011, Library Closed*
- Summer Library Hours on Sunday Begin (1:00–4:00 p.m.), Sunday, 5 June 2011*
- Standing Committee on Services, Tuesday, 7 June 2011, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- Board of Library Trustees (Regular Meeting), Tuesday, 21 June 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

- h. *ALA Annual Conference (New Orleans), Thursday–Wednesday, 23–29 June 2011*
- i. *Independence Day, Monday, 4 July 2011, Library Closed*
- j. ***Standing Committee on Services—No Meeting in July***
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 19 July 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- l. *Staff Development Day (4th Friday in August), Friday, 26 August 2011, Library Closed (Scheduled Work Day for All Employees)*
- m. *Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- n. *Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- o. *Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*
- p. *Regular Library Hours on Sunday Begin (12:00 noon – 5:00 p.m.), Sunday, 11 September 2011*

10. **Adjournment**

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

Trustee Gibson declared the meeting adjourned at 7:21 p.m.

Respectfully submitted,

George H. Scheetz
Director