



Agenda Item # 5 a (1)

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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 17 May 2011

1. **Call to Order**

In absence of President Gibson and Vice President Skahan, Secretary Jakubowski was in the chair.

Trustee Jakubowski called the regular meeting to order at 7:03 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, Maureen A. Jakubowski, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

Trustees Absent: Randall E. Gibson and Edward F. Skahan

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, and Laura A. Hensley

Visitors Present: Samuel C. Franzmann; and Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Qualify Newly Elected Trustees**

Laura A. Hensley, a Notary Public, gave the official oath of office to the newly elected trustees.

Maureen A. Jakubowski and J. Thomas Von Lunen were qualified as newly elected trustees of the Batavia Public Library.

5. **Organize Board of Library Trustees**

a. **Report of the Special Committee on Nominations**

Trustee Von Lunen presented the following slate of officers as the report of the Special Committee on Nominations:

- President: Trustee Sullivan
- Vice President: Trustee Babcock
- Secretary: Trustee Jakubowski
- Treasurer: Trustee Von Lunen

b. **Election of Officers**

Trustee Sullivan asked whether there were any nominations from the floor. There were none.

Motion by Trustee Von Lunen to close nominations and elect the slate of officers, as proposed, by acclamation. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 50, with two members absent.

Congratulations to the new officers, who will serve two-year terms through May 2013.

Trustee Jakubowski relinquished the chair to Trustee Sullivan.

6. **Comments from the Audience**

There were no comments from the audience.

7. **A closed session** for the following purposes:

- “The selection of a person to fill a public office, ..., or the discipline, performance, or removal of the occupant of a public office,” as authorized by 5 ILCS 120/2(c)(3)
- “Litigation,” as authorized by 5 ILCS 120/2(c)(11)

Motion by Trustee Jakubowski to enter closed session for the purposes stated. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5-0, with two members absent.

The Board entered closed session at 7:11 p.m.

The Board returned to open session at 7:51 p.m.

8. **Appointment of a Person to Fill a Public Office**

President Sullivan reported that the consensus of the Board supported the appointment of Randall E. Gibson to fill the office of Library Trustee. He stated that Gibson’s experience from serving on the Board of Library Trustees for 12 years was invaluable and would serve the Library well.

Motion by Trustee Von Lunen to appoint Randall E. Gibson as a Trustee of the Board of Library Trustees of the Batavia Public Library District until the next election, to fill an open position on the Board of

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

9. **Qualify Newly Appointed Trustees**

Randall E. Gibson was out of town on business and absent from the meeting. He will take the Official Oath at a later date.¹

10. **Approve the Consent Agenda**

President Sullivan asked whether there were any changes to the consent agenda. There were no changes.

President Sullivan read the consent agenda.

Motion by Trustee Jakubowski to approve the consent agenda, as presented, to include the following items:

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 19 April 2011

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): April 2011, including General Fund checks (62796–62931) in the amount of \$148,989.23, and payroll and taxes in the amount of \$167,388.65, for a grand total of \$316,377.88 in expenditures.

c. **Other Action Items:**

- (1) An Ordinance Adopting a “Policy on Service to Non-Residents”: ORDINANCE 2011–002
- (2) A Resolution Establishing a Policy on Compliance with Governmental Accounting Standard Board (GASB) Statement No. 54 (Standing Committee on Finance): RESOLUTION 2011–004
- (3) Strategic Plan: Goals and Objectives / Projects for 2011–2012 (Standing Committee on Services)
- (4) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

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

11. **Approve the Agenda**

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

12. **Financial Reports**

a. **Financial Reports: March 2011**

¹For the record, Trustee Gibson took the Official Oath on Friday, 3 June 2011.

- 2010–2011 Working Budget
- 2010–2011 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2010–2011 Investment Report

Director Scheetz asked whether there were any questions regarding the financial reports, which were included in the Board packet. There were no questions.

13. **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 Jakubowski commended Deborah L. “Debbie” Hassi, Youth Services librarian, for her school presentation on the Summer Reading Club.

14. **Correspondence and Communications**

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

- Letter from Randall E. Gibson, former president, Board of Library Trustees, to the Board, expressing his appreciation to the Board for their acts of kindness over the past 12 years. (21 April 2011)
- *Library Appreciation Day Grand Slam Group* [brochure], Chicago White Sox; Library Appreciation Day is scheduled for Thursday, 7 July 2011

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

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

- **Statistical Reports**

Total Circulation

The total circulation in April reflected an increase of **10.9%** over April 2010 (63,717 compared to 57,468)—for an average of 2,197.1 items checked out per day over 29 days (the Library was closed on April 24 for Easter)—or an average of 242.9 items per hour over 287 hours!

Total year-to-date circulation (July 2010–April 2011) reflected an increase of **4.9%** over the same period in the previous fiscal year (641,526 compared to 611,460).

Total Number of Visitors

The total number of visitors in April reflected an increase of **2.4%** from April 2010 (26,785 compared to 26,157)—for an average of 923.6 visitors per day over 29 days (the library was closed on April 24 for Easter)—or an average of 93.3 visitors per hour over 287 hours!

Total year-to-date number of visitors (July 2010–April 2011) reflected a decrease of **1.9%** from the same period in the previous fiscal year (269,667 compared to 274,565).

- **Other Highlights**

Director Scheetz provided a progress report on the interior remodeling project.

- **Report from Youth Services**

Deputy Director Joanne C. Zillman was absent. Her written report was included in the Board packet.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, shared the many diverse events scheduled throughout the week, including a presentation (co-sponsored by Prairie Shop Quilts) by Sandra Dallas, author of *The Persian Pickle Club* and *The Bride's House*.

16. President's Report

Trustee Sullivan expressed his gratitude for Trustee Gibson's leadership as president.

Trustee Sullivan announced that he would continue the practice of meeting with Director Scheetz on a regular basis in order to keep informed on issues and events at the Library.

Trustee Sullivan observed that new committees are appointed after the biennial election of officers. He requested the Trustees to let him know of their preferences in regard to committee assignments.

17. Committee and Official Representative Reports

- Standing Committee on Facilities:** There was no meeting in May.
- Standing Committee on Finance:** Trustee Sullivan reported that, in addition to the items on the Board agenda (GASB 54 and group medical insurance), agenda items included a discussion on guidelines for the Working Budget for 2011–2012.
- Standing Committee on Outreach:** There was no meeting in May.
- Standing Committee on Services:** In Trustee Gibson's absence, Trustee Sullivan reported that, in addition to the item on the Board agenda (Strategic Plan), agenda items included an agreement with the Friends of the Batavia Public Library and the Library Director's performance appraisal.
- Batavia Public Library Foundation:** Director Scheetz reported on the work of the Batavia Public Library Foundation and, in particular, on *Bulldogs Unleashed*.
- Friends of the Batavia Public Library:** There was no meeting in May.

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

18. **Group Medical Insurance** (Standing Committee on Finance)

Trustee Sullivan presented an overview of the report on the group medical insurance plan for the Batavia Public Library for the year beginning 1 June 2011.

He reported that, at its meeting on Tuesday, 3 May 2011, the Standing Committee on Finance recommended that the Board of Library Trustees approve the group medical insurance plan, as presented. Discussion followed.

Motion by Trustee Von Lunen to approve the group medical insurance plan, to include the three current plan options with the current provider (BlueCross BlueShield of Illinois) and revised employees' contribution rates, as presented. Seconded by Trustee Jakubowski. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5–0, with two members absent.

Trustee Von Lunen commended Director Scheetz, Business Manager Ganster, and Human Resources Specialist Moore for their work on the group medical insurance plan.

19. **Feasibility Study: Improvements to Water Street** (City of Batavia)

Trustee Sullivan presented an overview of the Water Street project. Director Scheetz reported that the City of Batavia (per City Administrator William R. McGrath) would like feedback on the following questions:

- Is the Board agreeable to the City conducting a feasibility study in relation to a parking deck on Library property—at no cost to the Library for the study? (The estimated cost of such a study is ≈\$12,000–\$15,000.)
- If there is no parking deck, is the Board willing to contribute towards the cost of the landscape work?

Discussion followed on various aspects of the Water Street project, including but not limited to responsibility for the maintenance of any improvements, the source(s) of funds for improvements, and the proposed time frame for improvements.

The consensus of the Board expressed an interest in the results of the proposed feasibility study.

Feasibility Study

Motion by Trustee Babcock to the express to the City of Batavia that the Board is agreeable to the City conducting a feasibility study in relation to a parking deck on Library property, at no cost to the Library for the study. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

Landscape Work

Motion by Trustee Von Lunen to the express to the City of Batavia that, if no parking deck is constructed on Library property, then the Board is willing to contribute towards the cost of the landscape work in conjunction with improvements to the Water Street corridor. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

20. **Future Agenda Items**

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

21. **Comments from the Board**

There were no additional comments from the Board.

22. **Next Meetings or Events**

- a. *Sunday before Memorial Day, Sunday, 29 May 2011, Library Closed*
- b. *Memorial Day (last Monday in May), Monday, 30 May 2011, Library Closed*
- c. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.), Sunday, 5 June 2011*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 June 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- e. *ALA Annual Conference (New Orleans), Thursday–Wednesday, 23–29 June 2011*
- f. *Independence Day, Monday, 4 July 2011, Library Closed*
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 19 July 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 16 August 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- i. *Staff Development Day (4th Friday in August), Friday, 26 August 2011, Library Closed (Scheduled Work Day for All Employees)*
- j. *Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- k. *Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- l. *Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*
- m. *Regular Library Hours on Sunday Begin (12:00 noon – 5:00 p.m.), Sunday, 11 September 2011*
- n. *Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

23. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 8:40 p.m.

Respectfully submitted,

Douglas S. Sullivan
President

Maureen A. Jakubowski
Secretary