



www.BataviaPublicLibrary.org

## MINUTES

### Board of Library Trustees of the Batavia Public Library District

#### *Regular Meeting*

Tuesday • 19 July 2011

1. **Call to Order**

President Sullivan called the regular meeting to order at 7:05 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, James F. Trefil, and J. Thomas Von Lunen

**Trustees Absent:** Virginia C. Babcock and Edward F. Skahan

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

**Visitors Present:** Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc., Wendy Kemp, reporter, *Kane County Chronicle*

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

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

In a response to a request from Director Scheetz, Agenda Item # 5 a (1) was removed from the consent agenda and deferred to a future meeting.

President Sullivan read the consent agenda.

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

a. **Minutes:**

~~(1) Closed Session, Tuesday, 17 May 2011~~

(2) Regular Meeting, Tuesday, 21 June 2011

b. **Expenditures:**

(1) Expenditures (“Cash Disbursement Detail Report”): June 2011, including General Fund checks (63093–63251) in the amount of \$290,614.44, and payroll and taxes in the amount of \$149,987.11, for a grand total of \$440,601.55 in expenditures

c. **Other Action Items:**

(1) An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2011 and Ending 30 June 2012: ORDINANCE 2011–007

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

7. **Financial Reports:** June 2011

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

Business Manager Ganster asked whether there were any questions regarding the financial reports.

In response to a question from Trustee Gibson, discussion followed on an invoice from Ruddy Brothers, Inc.

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.

- Trustee Von Lunen expressed the Board support for Trustee Babcock during her recovery from a recent accident. In Trustee Babcock's absence, Director Scheetz expressed her message of gratitude for the well-wishes from the Library's Trustees and employees.
- Trustee Gibson observed that the Library's air-conditioning system was working well in spite of the inhospitable weather.

9. **Correspondence and Communication**

There were no items of correspondence and communications.

10. **Director's and Librarians' Reports**

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

- **Statistical Reports**

Total Circulation

The total circulation in June reflected an increase of **2.0%** over June 2010 (77,075 compared to 75,600)—for an average of **2,569.2 items** checked out per day over 30 days—or an average of 264.0 items per hour over 292 hours!

Total year-to-date circulation (July 2010–June 2011) reflected an increase of **5.0%** over the same period in the previous fiscal year (779,005 compared to 742,063).

***Both the June circulation and the year-to-date circulation are new records for the Batavia Public Library!***

The total circulation breaks down as 55.9% print materials and 44.1% non-print materials; or, by age group, 59.8% adult materials, 36.5% children's materials, and 3.7% teen materials.

Director Scheetz observed, "The Library is a very busy place!"

Total Number of Visitors

The total number of visitors in June reflected a decrease of 1.2% from June 2010 (33,142 compared to 33,543)—for an average of **1,104.7 visitors** per day over 30 days—or an average of 113.5 visitors per hour over 292 hours!

Total year-to-date number of visitors (July 2010–June 2011) reflected a decrease of 1.3% from the same period in the previous fiscal year (328,251 compared to 332,575).

- **Other Highlights**

**Bulldogs Unleashed:** Director Scheetz reported that a note card was attached to the Director's Report, which featured Dewey, the Library's bulldog. Dewey is part of a set of 30 note cards, which features all the bulldogs that were unleashed on Batavia.

**Self-Check Units:** Director Scheetz reported that the immediate impact of the new self-check units (with their ability to unlock DVD cases) was illustrated by an improvement of 20 percentage points! Overall, the Library checked out 30.2% of its items via self-check from November 2010 to June 2011, compared to only 15.8% from July to October 2010.

President Sullivan reported that the use of self-check units in Batavia is higher than the other member libraries in the Library Integrated Network Consortium (LINC).

- **Report from Youth Services**

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

In addition, she reported that Thursday, October 20, was Trustees Day at the Illinois Library Association Annual Conference (Rosemont).

Director Scheetz noted that Lynn M. Elam, a former Trustee and current president of the Batavia Public Library Foundation, is the current president of the Illinois Library Association. Her term of office runs from July 2011 through June 2012.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, reported that the Library had launched a Facebook page, "Batavia Public Library of Illinois."

In addition, she reported on a series of Library programs in conjunction with the Art in Your Eye Fine Arts Festival, of which the Library is a co-organizer.

Director Scheetz reminded the Board that, in honor of Art in Your Eye, the Library (each year) unlocks the vane (or tail) of its Challenge Direct Stroke windmill during the month of August, so that the wheel can spin freely.

In response to a question from Trustee Sullivan, discussion followed on the compatibility of the Library's collection of e-books to various e-book readers.

## 11. **President's Report**

- Appoint two (2) trustees (other than Secretary) to perform audit of Secretary's records on or before September 1, as required by 75 ILCS 16 / 30-65 (c)

Trustee Sullivan reported that two Trustees (other than the Secretary) were needed to conduct the Secretary's Audit. At his request, Director Scheetz provided a brief explanation of what the audit entailed. Trustee Gibson and Trustee Von Lunen agreed to carry out this assignment.

- President Sullivan reported that the Standing Committee on Services would take up the matter of goals for the Library Director for 2011-2012.
- President Sullivan presented a status report on the Water Street project, which was proposed by the City of Batavia. In essence, the project is on hold.

12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** There was no meeting in July.
- b. **Standing Committee on Finance:** There was no meeting in July.
- c. **Standing Committee on Outreach:** There was no meeting in July.
- d. **Standing Committee on Services:** There was no meeting in July.
- e. **Batavia Public Library Foundation:** There was no meeting in July.
- f. **Friends of the Batavia Public Library:** In Trustee Babcock's absence, Deputy Director Zillman presented a brief report on the work of the Friends of the Batavia Public Library, which is eager to hold its first book sale in the new FriendSpace (as it was named) on the Lower Level.
- g. **Library Integrated Network Consortium (LINC):** There was no meeting in July.

13. **Job Description: Library Assistant (Digital Services)**

Director Scheetz presented a recommendation to approve a new job description for "Library Assistant (Digital Services / Information Technology)," with a working title of "Information Technology Assistant."

He reported that the Standing Committee on Services did not meet in July, so the Committee did not review this proposal. However, this item was deemed time-sensitive and was forwarded to the Board of Library Trustees for action with the consent of Trustee Sullivan, the Committee chair.

Director Scheetz noted that funding was approved by the Board in June for a new part-time position, which was assigned to the Digital Services / Information Technology department.

In response to a question from Trustee Gibson, discussion followed on the need for the proposed new position.

In response to a question from Trustee Sullivan, discussion followed on the part-time nature of the proposed new position (15 hours).

Motion by Trustee Gibson to approve the job description for "Library Assistant (Digital Services / Information Technology)," as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

14. **Group Dental Insurance**

Director Scheetz explained that the purpose of this report was to explain the group dental insurance plan for the Batavia Public Library for the year beginning 1 August 2011. In summary:

- The Library currently extends group dental insurance to full-time employees only. The premium for employees is 100% paid by the Library; the premium for spouse and/or dependents is 100% paid by employees.
- In addition, part-time employees working 30+ hours per week are allowed to participate in the plan, but the premium for employees and all dependents is 100% paid by employees.

- The Library participates in a group dental insurance plan with the Ameritas Group managed by the DuPage Library System (now part of the Reach Across Illinois Library System).

Director Scheetz presented current rate information for the group dental plan. Discussion followed.

No action was required on this agenda item.

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 remarked on the newspaper reports of the new automatic sorting system at the Gail Borden Public Library District in Elgin. Discussion followed.

17. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 16 August 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *Staff Development Day (4th Friday in August), Friday, 26 August 2011, Library Closed (Scheduled Work Day for All Employees)*
- c. *Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. *Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*
- f. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 11 September 2011*
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. *Banned Books Week — Celebrating the Freedom to Read (since 1982), Saturday–Saturday, 24 September–1 October 2011 [Note: An eight-day week!]*
- i. *Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*
- j. *Teen Read Week™ (3rd week in October), Sunday–Saturday, 16–22 October 2011 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2011 Theme: Picture It @ your library®*
- k. *ILA Annual Conference (Rosemont — Donald E. Stephens Convention Center), Tuesday–Friday, 18–21 October 2011*

18. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 7:47 p.m.

Respectfully submitted,

---

Douglas S. Sullivan  
President

---

Maureen A. Jakubowski  
Secretary