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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 16 August 2011

1. **Call to Order**

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

President Sullivan read the consent agenda.

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

a. **Minutes:**

- (1) Closed Session, Tuesday, 17 May 2011
- (2) Public Hearing, Tuesday, 19 July 2011
- (3) Regular Meeting, Tuesday, 19 July 2011

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): July 2011, including General Fund checks (63252–63386) in the amount of \$96,353.99, and payroll and taxes in the amount of \$74,259.86, for a grand total of \$170,613.85 in expenditures

c. **Other Action Items:**

- (1) A Resolution Certifying the 2010–2011 Illinois Public Library Annual Report (IPLAR): Resolution 2011–006
- (2) Parking Lot (Standing Committee on Facilities)

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

7. **Financial Reports:** July 2011

- 2010–2011 Working Budget—through 30 June 2011
- 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 Von Lunen, discussion followed on MasterCard expenditures for books and other materials.

In response to a question from Trustee Gibson, discussion followed on a payment to KJWW Engineering Consultants, PC, of Naperville, Illinois.

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 Gibson observed that the Library was very well represented at the Art in Your Eye Fine Arts Festival.

9. **Correspondence and Communication**

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

- Article, “Behind the Batavia Lens: Award-winner doesn’t let her disability become an obstacle to volunteer” (*Kane County Chronicle*, Tuesday, 26 July 2011, pp. 1, 4)

Director Scheetz recognized Barb Mabbs as the recipient of the first-ever Volunteer of the Year award presented by Batavia Access Television (BATV).

- Several articles on the Sugar Grove Public Library District controversy from the *Kane County Chronicle* and the *Daily Herald*.

In response to a question, discussion followed on Russell Crowe’s impromptu visit to the Library’s café.

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

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

- **Statistical Reports**

Total Circulation

The total circulation in July reflected an increase of **4.4%** over July 2010 (76,363 compared to 73,118)—for an average of **2,545.4 items** checked out per day over 30 days (the library was closed July 4 for Independence Day)—or an average of 277.7 items per hour over 275 hours!

Total Number of Visitors

The total number of visitors in July reflected a slight decrease of 298 (0.9%) from July 2010 (33,272 compared to 33,570)—for an average of **1,109.1 visitors** per day over 30 days (the Library was closed on July 4 for Independence Day)—or an average of 121.0 visitors per hour over 275 hours!

- **Other Highlights**

Celebrate District 101’s 100th Anniversary! Director Scheetz reported that Library and Batavia Unified School District 101 will sponsor a series of collaborative programs during the 2011–2012 school year in honor of the merger of the West Batavia and East Batavia school districts in April 1911.

The first such event, “Batavia High School Sports Roundtable and Tour,” will take place on September 25, at 2:00 p.m., at Batavia High School (enter on Main Street). The roundtable discussion on high school sports in Batavia will be followed by a tour of the newly completed athletic facilities.

New Lyceum Lecture Series: Director Scheetz reported that the first lecture of the fifth season would feature “An Insider’s View of Congress,” presented by Bill Foster, former member of the U.S. House of Representatives for Illinois’ 14th Congressional District.

The lecture is scheduled for Monday, October 3, at 7:00 PM, and is co-sponsored by the Kane County Chronicle and the Batavia Historical Society. The Season Sponsor is the Batavia Public Library Foundation.

New Report on Donations: Director Scheetz reported that, beginning in July, Kerry K. Halter, the Library's head of Technical Services, added a summary of donations to her "Monthly Cataloging Report"—which is always attached to the Director's Report.

He noted that, in the latest report, a total of 123 items—including 55 books and 68 audio-visual items—were added to the collection from donations. This is a remarkable 11.7% of the total acquisitions in July.

In response to a question from Trustee Gibson, discussion followed on the total capacity (for books and other materials) of the Batavia Public Library.

Display of New Lyceum Lecture Series Posters: Director Scheetz reported that a permanent display of New Lyceum Lecture Series posters was installed in the Library.

- **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 the Museum Adventure Pass program was scheduled to end on August 31.

In response to a question from Trustee Sullivan, discussion followed on the remodeling project, which ended in May.

Trustee Gibson expressed amazement at the remarkable use made of (and traffic generated by) the Library, as reflected in the statistical reports. He suggested that the Library produce an annual report for public distribution.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, announced that the One Book, One Batavia selection for 2012 was *A Night to Remember*, a novel by Walter Lord, based on the sinking of the R.M.S. Titanic in April 1912.

In addition, she reported on two reference databases, "Ancestry," for family history and genealogy research (available only in the Library), and "Chilton Library," for automobile repair.

In response to a question from Trustee Gibson, discussion followed on potential the demand for a class on social media.

Cisneros reported that the Library currently did not offer such a course.

11. **President's Report**

Trustee Sullivan echoed Trustee Gibson's praise for the Library's representation at the Art in Your Eye Fine Arts Festival.

12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** Trustee Gibson reported that, in addition to one item on the Board agenda (parking lot), agenda items included faucets, landscape issues, and exterior masonry.

Trustee Gibson noted that the parking lot may require partial reconstruction in the next few years as the result of normal deterioration over time.

In response to a question from Trustee Babcock, discussion followed on exterior handrails, which are in need of restoration work.

- b. **Standing Committee on Finance:** There was no meeting in August.

- c. **Standing Committee on Outreach:** Trustee Jakubowski reported that the Committee evaluated a painting of George Washington, which was offered to the Library as a gift. The Committee was not prepared to recommend that the Board accept the painting for display for several reasons, including, but not limited to, its condition.

At the Committee's request, Director Scheetz displayed two newly framed historical pieces, which will be installed in the Local History Room.

Trustee Babcock reported that a print of a young Abraham Lincoln will be framed for display in the Teen Area.

- d. **Standing Committee on Services:** President Sullivan reported that, in addition to two items on the Board agenda (social media and Director's goals), agenda items included the café and the regular meeting schedule.

- e. **Batavia Public Library Foundation:** There was no meeting in August.

- f. **Friends of the Batavia Public Library:** Trustee Babcock presented a brief report on the work of the Friends of the Batavia Public Library and, in particular, noted that the first of a new series of book sales were scheduled in the new FriendSpace (book sale area).

Director Scheetz noted that book sales were scheduled for the first Saturday of each month from September 2010 through January 2011.

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

13. **Policy on Acceptable Use of Social Media of Library Employees** (Standing Committee on Services)

Trustee Sullivan noted that the purpose of this report was to recommend the approval of a new "Policy on Acceptable Use of Social Media for Library Employees."

Director Scheetz reported that, since the Committee meeting, additional issues were identified at the staff level, so he requested that the Board defer this agenda item to the next meeting. Discussion followed.

In response to a question from Trustee Gibson, discussion followed on the reasons for developing such a policy. Trustee Sullivan noted that the proposed "Policy on Acceptable Use of Social Media" was a personnel policy. Trustee Babcock expressed her support for such a policy.

The consensus of the Board was to defer this item to a future meeting.

14. **Library Director's Goals for 2011–2012** (Standing Committee on Services)

Trustee Sullivan reported that the purpose of this report was to recommend the approval of goals for the Library Director for July 2011–June 2012. He presented an overview of the goals, which were developed by the Standing Committee on Services:

- Successfully complete all scheduled Strategic Plan action items outlined for 2011–2012
- Enhance ongoing communications to the Board of Library Trustees
- Identify possible outcomes of current situation regarding 75 ILCS 16 / 15–15 and related actions
- Maintain a positive revenue position throughout the fiscal year and position the Library for a long-term positive position

Discussion followed.

Motion by Trustee Gibson to approve goals for the Library Director for 2011–2012, as presented. Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one member absent.

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**

There were no additional comments from the Board.

17. **Next Meetings or Events**

- Staff Development Day (4th Friday in August), Friday, 26 August 2011, Library Closed (Scheduled Work Day for All Employees)*
- Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*
- Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 11 September 2011*
- Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- Banned Books Week — Celebrating the Freedom to Read (since 1982), Saturday–Saturday, 24 September–1 October 2011 [Note: An eight-day week!]*
- Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*
- 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®*

j. *ILA Annual Conference (Rosemont — Donald E. Stephens Convention Center), Tuesday–Friday, 18–21 October 2011*

18. **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 7:53 p.m.

Respectfully submitted,

Douglas S. Sullivan
President

Maureen A. Jakubowski
Secretary