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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 20 September 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.

President Sullivan appointed Trustee Von Lunen as Secretary pro tempore in the absence of Trustee Jakubowski.

2. **Pledge of Allegiance to the Flag**

3. **Call the Roll**

Trustees Present: Virginia C. Babcock, Randall E. Gibson, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

Trustees Absent: Maureen A. Jakubowski and Edward F. Skahan

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, Kerry K. Halter, Laura A. Hensley, and Joanne C. Zillman

Visitors Present: Nancy Kruk Elkin, practicum student, College of DuPage; and Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

Kerry K. Halter, the Library's head of Technical Services, introduced Nancy Kruk Elkin, a practicum student at the Library from the College of DuPage.

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 Babcock to approve the consent agenda, as presented, to include the following items:

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 16 August 2011

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): August 2011, including General Fund checks (63387–63532) in the amount of \$85,713.20, and payroll and taxes in the amount of \$115,492.32, for a grand total of \$201,205.52 in expenditures

c. **Other Action Items:**

- (1) A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2011–2012 Per Capita Grant (Illinois State Library): RESOLUTION 2011–007
- (2) Working Budget for 2011–2012: Amendment No. 1 (Standing Committee on Finance)
- (3) Policy on Acceptable Use of Social Media for Library Employees (Standing Committee on Services)
- (4) Policy on Acceptable Use of Social Media for Library Users (Standing Committee on Services)
- (5) Appointment of Official Representative to the Board of Directors of Batavia Access Television, Inc. (Standing Committee on Services)

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

6. **Approve the Agenda**

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

7. **Financial Reports:** August 2011

- ~~2011–2012 Working Budget~~ — NO REPORT / FIRST REPORT FOLLOWING 1ST QUARTER
- 2011–2012 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2011–2012 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 the payment to the City of Batavia for utilities.

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 Communication**

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

- Letter to Director Scheetz from Dave Andrews, assistant principal / athletic director, Batavia High School, announcing a round table discussion on the history of Batavia High School athletics in conjunction with the Batavia Public Library (13 September 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 August reflected an increase of **7.6%** over August 2011 (69,654 compared to 64,745)—for an average of **2,321.8 items** checked out per day over 30 days (the Library was closed on August 26 for Staff Development Day)—or an average of 235.3 items per hour over 296 hours!

Total Number of Visitors

The total number of visitors in August reflected a slight increase of **18.1%** from August 2010 (30,304 compared to 25,659)—for an average of **1,010.1 visitors** per day over 30 days (the Library was closed on August 26 for Staff Development Day)—or an average of 102.4 visitors per hour over 296 hours!

- **Other Highlights**

New Lyceum Lecture Series: Director Scheetz announced that the first lecture of the fifth season would feature “An Insider’s View of Congress,” presented by George William “Bill” Foster, physicist, businessman, and former member of the U.S. House of Representatives for Illinois’ 14th Congressional District (2008–2011).

The lecture is scheduled for Monday, October 3, at 7:00 p.m., and is co-sponsored by the Kane County Chronicle and the Batavia Historical Society. The Season Sponsor for 2011–2012 is the Batavia Public Library Foundation.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported that the new series of fall programs were underway.

In addition, she reported that she attended a meeting of Youth Services managers, which formerly included only member libraries of the DuPage Library System (DLS), but which now included public libraries throughout northern Illinois due to the creation of the Reaching Across Illinois Library System (RAILS). Director Scheetz noted that RAILS may subdivide itself into zones in order to make it more convenient for member libraries to meet and share ideas.

Finally, Zillman, a member of the planning committee, reported on the Illinois Library Association Annual Conference, which is scheduled for October 18–21.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, provided an overview of Staff Development Day.

In addition, she reported on the new season of Books Between Bites and the Library's electronic resources in genealogy. She learned at a recent meeting of Adult Services managers that Batavia's use of such genealogy resources generally exceeds that of other public libraries.

In response to a question from Trustee Sullivan, discussion followed on the Library's total storage capacity for its various collections; that is, books and other materials.

11. **President's Report**

- Trustee Sullivan, who proudly sported a bulldog-themed tie, praised the success of Bulldogs Unleashed in general, and its gala auction in particular. (Bulldogs Unleashed was a joint project of the Batavia Foundation for Educational Excellence, the Batavia Parks Foundation, and the Batavia Public Library Foundation. The gross proceeds of the auction sale were \$55,000 for 14 bulldogs.)
- Trustee Sullivan reported that, effective with the present Board meeting (September 2011), Trustee Skahan has now been absent without cause from all regular Board meetings for a period of one year, an issue that the Board will address at its October meeting.

12. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** There was no meeting in September
- b. **Standing Committee on Finance:** Trustee Von Lunen reported that, in addition to two items on the Board agenda (Per Capita Grant and Working Budget amendment), agenda items included future agenda items.
- c. **Standing Committee on Outreach:** There was no meeting in September.
- d. **Standing Committee on Services:** President Sullivan reported that, in addition to three items on the Board agenda (two different policies on social media and the official representative to BATV), agenda items included the café lease and the proposed agreement with the Friends of the Batavia Public Library.
- e. **Batavia Public Library Foundation:** Trustee Sullivan presented a brief report on the work of the Batavia Public Library Foundation, which just completed a very successful Bulldogs Unleashed project, which raised funds and friends alike.

Director Scheetz reported that the third annual “Library Links! Miniature Golf in the Library” event was scheduled for Sunday, October 23, as part of the community’s BatFest activities.

- 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, provided general observations on the series of book sales now taking place in the new FriendSpace on the Lower Level. Discussion followed.
- g. **Library Integrated Network Consortium (LINC):** Trustee Gibson and Trustee Von Lunen reported on the work of the LINC Governing Board, which met on Wednesday, September 7, at the St. Charles Public Library. Agenda items included a review of LINC’s Annual Financial Report (Independent Auditor’s Report and Financial Statements), prepared by Sikich LLC.

13. **A closed session** for “Litigation,” as authorized by 5 ILCS 120/2(c)(11)

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

The Board entered closed session at 7:36 p.m.

The Board returned to open session at 8:27 p.m.

14. **Future Agenda Items**

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

15. **Comments from the Board**

There were no additional comments from the Board.

16. **Next Meetings or Events**

- a. *Banned Books Week — Celebrating the Freedom to Read (since 1982), Saturday–Saturday, 24 September–1 October 2011 [Note: An eight-day week!]*
- b. *Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*
- c. *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®*
- d. *ILA Annual Conference (Rosemont — Donald E. Stephens Convention Center), Tuesday–Friday, 18–21 October 2011*
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 18 October 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 6 November 2011*
- g. *Veterans Day, Friday, 11 November 2011, Library Open*

- h. National Gaming Day, Saturday, 12 November 2011 — launched in 2008 to focus on the social and recreational side of gaming*
- i. Thanksgiving Eve, Wednesday, 23 November 2011, Library Closed at 5:00 p.m.*
- j. Thanksgiving (4th Thursday in November), Thursday, 24 November 2011, Library Closed*
- k. Day after Thanksgiving, Friday, 25 November 2011, Library Open*

17. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 8:31 p.m.

Respectfully submitted,

Douglas S. Sullivan
President

J. Thomas Von Lunen
Secretary pro tempore