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MINUTES

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

Special Meeting

Thursday • 4 August 2011

1. **Call to Order**

Trustee Sullivan called the meeting to order at 2:34 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Virginia C. Babcock, Maureen A. Jakubowski, and Douglas S. Sullivan

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz and Stacey L. Cisneros

Visitors Present: None

3. **Approve the Agenda**

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

4. **Approve the Minutes:** Tuesday, 3 May 2011

Trustee Sullivan asked whether there were any changes to the minutes of the special meeting, copies of which were included in the Committee packet.

Motion by Trustee Jakubowski to approve the minutes of the special meeting, as presented. Seconded by Trustee Babcock. All: Aye. The motion carried.

5. **Regular Meeting Schedule for 2010–2011**

Director Scheetz reported that the Illinois Authors Dinner, which is sponsored by the Illinois Library Association (ILA), is scheduled for Tuesday evening, 18 October 2011, which is the opening day of the ILA Annual Conference (Rosemont).

Batavia Public Library is scheduled to sponsor Illinois author Melanie Benjamin, whose novels include *Alice I Have Been* and *The Autobiography of Mrs. Tom Thumb* — and whose host for the dinner (5:00–8:00 PM) will be Kerry K. Halter, the Library’s Technical Services coordinator.

Director Scheetz stated that the purpose of this agenda item was to discuss whether the October meeting should be (a) rescheduled to a different date; (b) cancelled; or (c) conducted as usual.

He observed that, given Trustees’ schedules, Options (a) and (b) are problematic. Director Scheetz suggested that, unless at least two (or more) Trustees wish to attend the Illinois Authors’ Dinner, he recommended Option (c), the status quo. Discussion followed.

The sense of the Committee was that the October meeting should be conducted as scheduled, on Tuesday, 18 October 2011.

6. **Policy on Acceptable Use of Social Media for Library Employees**

Director Scheetz reported that the “Policy on Acceptable Use of Social Media for Library Employees” grew out of the work of (and was developed by) the Library’s Facebook team, under the leadership of Stacey L. Cisneros, head, Adult Services.

The Facebook team actually developed two policy statements vis-à-vis social media, one for Library employees and one for Library users. The policy statement for Library employees was included in the Committee packet. The latter will be presented at a later date, or may be incorporated into a revised “Policy on Rules of Conduct,” which is a current Strategic Plan Objective / Project.

Cisneros presented an overview of the policy statement. Discussion followed.

In response to a question from Trustee Babcock, discussion followed on social media currently used by the Library, including Twitter and Facebook.

In response to a question from Trustee Jakubowski, discussion followed on the use of social media by employees on their own time.

Cisneros noted that the policy statement (Section 6) makes reference to the Library’s Personnel Handbook. Discussion followed.

In response to a question from Trustee Sullivan, Director Scheetz noted that feedback was pending from Attorney Ritzman.

In reference to Section 5A (first bullet), Trustee Sullivan suggested that the Library Director (rather than the “Library”) should designate and authorize employees to manage the Library’s social media, and that the Library should maintain an official list of designated employees.

Discussion ensued on each section of the policy statement, and the Committee suggested a variety of changes to Sections 4, 5A, 5B, and 6.

Motion by Trustee Jakubowski to recommend that the Board of Library Trustees approve the “Policy on Acceptable Use of Social Media for Library Employees,” as revised, pending legal review. Seconded by Trustee Babcock. All: Aye. The motion carried.

The consensus of the Committee was that this item should appear on the Regular Agenda.

7. **10 South Coffee House**

Director Scheetz noted that a letter from the proprietors was included in the Committee packet.

a. **Lease**

Director Scheetz reported that the proprietors have requested a two-year extension to the current lease, through 31 December 2013. A copy of the current lease was included in the Committee packet.

Director Scheetz reported that feedback on the lease was pending from the Management Team, and that he was interested in getting feedback from the Committee, with the intention of bringing a revised lease to the Committee for action at a future meeting.

In response to a question regarding 22b, in reference to a small blurb / advertisement in *Neighbors of Batavia*, Director Scheetz noted that the café no longer uses this service.

In response to a question from Trustee Sullivan, discussion followed on whether to issue a request for proposals or extend the lease with 10 South Coffee House.

The consensus of the Committee was to extend the lease with 10 South Coffee House and continue the relationship with its proprietors, Jill A. Kasper and Terrence R. Kasper.

In response to a question from Trustee Sullivan, discussion followed on Section 2, in reference to rent.

The consensus of the Committee was to authorize Director Scheetz to discuss the matter of rent with the proprietors of 10 South Coffee House.

b. **Ceiling Fans**

Directors Scheetz reported that the proprietors have requested that the Library consider installing ceiling fan(s) in the café. If there is no objection to this request, then staff will seek proposals for this work for presentation at a future meeting.

In response to a question from Trustee Sullivan, discussion followed on whether the Library or the café should pay for such work.

The consensus of the Committee was to authorize Director Scheetz to seek proposals for such work and continue the discussion at a future meeting.

8. **Library Director's Goals for 2011–2012**

a. **A closed session** for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” as authorized by 5 ILCS 120/2(c)(1)

The Committee did not enter closed session, but rather discussed this agenda item in open session.

b. **Library Director's Goals for 2011–2012**

Director Scheetz reported that the Library Director's goals for 2010–2011, which were not formally approved by the Board of Library Trustees, were as follows:

- Successfully complete all scheduled Strategic Plan action items outlined for 2010–2011
- Maintain a positive revenue position throughout the fiscal year and position the Library for a long-term positive position
- Successfully attract at least \$35,000 in outside grant funds for program enhancements

- Develop a ten-year facility maintenance plan — Note: This is essentially the same as Objective / Project 7 in Year Three (and Objective / Project 4 in Year Four) of the Strategic Plan; that is, “Create a separate detailed schedule of projects (as identified in the Master Plan) and convert the schedule to a long-term Capital Improvements Plan (CIP) with anticipated project costs and dates.”

Discussion followed on each of the goals for 2010–2011, and new goals for 2011–2012.

Trustee Sullivan suggested a new goal in relation to the litigation with the Geneva Public Library District, and how to resolve it. Discussion followed.

The consensus of the Committee was to add a new goal in relation to the annexation in Blackberry Township, as follows:

- Identify possible outcomes of current situation regarding 75 ILCS 16 / 15–15 and related actions

Director Scheetz reported that he would develop an outline or a flow chart that describes each legal action and the Library’s options.

Trustee Sullivan suggested a new goal in relation to Board communications. Discussion followed.

The consensus of the Committee was to add a new goal in relation to Board communications, as follows:

- Enhance ongoing communications with the Board of Library Trustees

In response to a comment by Trustee Sullivan, discussion followed on how to interpret the current financial goal, “Maintain a positive revenue position throughout the fiscal year and position the Library for a long-term positive position.”

Trustee Sullivan suggested a focus on short- and long-term budget strategy. Director Scheetz noted that the Library worked with Ehlers & Associates to develop an annual, rolling three-year financial plan, which projects future revenue for the Library. Discussion followed.

The consensus of the Committee was to continue the following goal:

- Maintain a positive revenue position throughout the fiscal year and position the Library for a long-term positive position

The sense of the Committee was to continue the current goal in relation to the Strategic Plan, as follows:

- Successfully complete all scheduled Strategic Plan action items outlined for 2011–2012

In response to a question from Trustee Babcock, discussion followed on the current goal, “Successfully attract at least \$35,000 in outside grant funds for program enhancements.”

The consensus of the Committee was to discontinue that particular goal.

The sense of the Committee was that the final goal, “Develop a ten-year facility maintenance plan,” was covered by the Strategic Plan, and should be discontinued as a separate goal.

It was the sense of the Committee to recommend that the Board of Library Trustees approve the Library Director's goals for 2011–2012. In summary:

- 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

The consensus of the Committee was that this item should appear on the regular agenda.

9. **Future Agenda Items**

Director Scheetz identified the following future agenda items for purposes of information and discussion:

- Food for Fines
- Batavia Access Television, Inc. (BATV): Official Representative
- How to Register for a Library Card
- An Agreement by and between the Batavia Public Library District and the Friends of the Batavia Public Library

10. **Comments from the Committee**

There were no additional comments from the Committee.

11. **Next Meetings or Events**

- Board of Library Trustees (Regular Meeting), Tuesday, 16 August 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- 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*
- Standing Committee on Services, Thursday, 8 September 2011, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- 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!]*

- j. *Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*
- k. *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®*
- l. *Board of Library Trustees (Regular Meeting), Tuesday, 18 October 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- m. *ILA Annual Conference (Rosemont), Tuesday–Thursday, 18–20 October 2011*

12. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 3:52 p.m.

Respectfully submitted,

George H. Scheetz
Director