



www.BataviaPublicLibrary.org

## MINUTES

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

#### *Special Meeting*

Thursday • 8 September 2011

1. **Call to Order**

Trustee Sullivan called the meeting to order at 6:35 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Virginia C. Babcock and Douglas S. Sullivan

**Committee Members Absent:** Maureen A. Jakubowski

**Other Trustees Present:** None

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

**Visitors Present:** None

3. **Approve the Agenda**

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

4. **Approve the Minutes**

a. Special Meeting in Joint Session with the Standing Committee on Services, Tuesday, 1 March 2011

b. Special Meeting, Thursday, 4 August 2011

Trustee Sullivan asked whether there were any changes to the minutes.

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

5. **Appointment of Official Representative to the Board of Directors of Batavia Access Television, Inc.**

Director Scheetz reported that, after serving nearly seven years in this capacity, he believed that it was time for a change in order to allow the Library Director to focus on other projects, as well as to provide a new opportunity for active community involvement to another employee.

To that end, Director Scheetz proposed James J. Klyczek, the Library's digital services / information technology coordinator and a member of the Library's Management Team, for this position. Director Scheetz suggested that Klyczek's technical abilities would be an asset to BATV; he has expressed an interest in this role and is willing to serve in this capacity. Discussion followed.

Motion by Trustee Babcock to recommend that the Board of Library Trustees appoint James J. Klyczek, digital services / information technology coordinator, as the Batavia Public Library's official representative to the Board of Directors of Batavia Access Television, Inc., effective 1 October 2011. Seconded by Trustee Sullivan. All: Aye. The motion carried.

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

6. **Policy on Acceptable Use of Social Media**

Director Scheetz reported that two policy statements vis-à-vis social media grew out of the work of (and were developed by) the Library's Facebook team, under the leadership of Stacey L. Cisneros, the Library's head of Adult Services; viz., one for Library employees and one for Library users.

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

Director Scheetz reported that, after further review by the Management Team since the Committee's (and Board's) review in August, the proposed policy was included in the Committee packet with three relatively minor changes from the previous version, to Section 5B, Section 6, and Section 8B.

In response to a question from Trustee Sullivan, a lively discussion followed on the change to Section 8B, in which the word "required" was changed to the phrase "strongly encouraged."

In response to a question by Trustee Sullivan, Director Scheetz reported that the attorney's review of the revised version of Section 8B was pending.

The sense of the Committee was to accept the recommendation of the front-line employees in relation to Section 8B.

Motion by Trustee Babcock to recommend that the Board of Library Trustees approve the "Policy on Acceptable Use of Social Media for Library Employees," as presented. Seconded by Trustee Sullivan. All: Aye. The motion carried.

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

b. **Policy on Acceptable Use of Social Media for Library Users**

Director Scheetz provided an overview of the proposed policy, a corollary to the policy for Library employees.

In response to a suggestion by Attorney Roger A. Ritzman, Section 4C—"By posting content, Library users agree to the rules presented in this 'Policy on Acceptable Use of Social Media for Library Users,' and to indemnify the Library and its officers and employees from

and against all liabilities, judgments, damages, and costs (including attorney fees) incurred by any of them which arise out of or are related to the content posted”—was deleted.

Discussion followed.

Trustee Sullivan requested one addition to the policy; that is, that a record of each social medium controlled by or directly affiliated with the Library be maintained in the Business Office—and perhaps on the Web site with hyperlinks to each social medium.

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

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

7. **Future Agenda Items**

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

- 10 South Coffee House: Lease; Ceiling Fans
- Food for Fines
- 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

In response to a question from Trustee Sullivan, discussion followed on the status of the Agreement.

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Library Card Sign-Up Month, September 2011 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- b. *Sunday before Labor Day, Sunday, 4 September 2011, Library Closed*
- c. *Labor Day (1st Monday in September), Monday, 5 September 2011, Library Closed*
- d. *Regular Library Hours on Sunday Begin (12:00 noon – 5:00 p.m.), Sunday, 11 September 2011*
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 20 September 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *Banned Books Week — Celebrating the Freedom to Read (since 1982), Saturday–Saturday, 24 September–1 October 2011 [Note: An eight-day week!]*
- g. *Standing Committee on Services, Thursday, 6 October 2011, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. *Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*

- i. *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. *Board of Library Trustees (Regular Meeting), Tuesday, 18 October 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- k. *ILA Annual Conference (Rosemont), Tuesday–Thursday, 18–20 October 2011*

10. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 7:14 p.m.

Respectfully submitted,

---

George H. Scheetz  
Director