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MINUTES

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

Special Meeting

Thursday • 6 October 2011

1. **Call to Order**

Trustee Sullivan called the meeting to order at 6:39 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

Visitors Present: None

3. **Approve the Agenda**

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

4. **Approve the Minutes:** Special Meeting, Thursday, 8 September 2011

Trustee Sullivan asked whether there were any changes to the minutes, copies of which were distributed at the meeting.

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

5. **10 South Coffee House: Lease**

Director Scheetz presented an overview of the proposed new café lease, which was included in the Committee packet.

Director Scheetz reported that Jill A. Kasper and Terrence R. Kasper, doing business as 10 South Coffee House, submitted a letter of proposal in 2011, which included two elements, as follows:

- A two-year extension to the current lease, through 31 December 2013, which was revised (in September 2011) to a one-year extension, through 31 December 2012; and
- A ceiling fan.

He noted that there were several changes in the new lease, as follows:

- Section 8 — “The Library will install at its own cost a new Regency MX2-AW ceiling fan in Appliance White with 36-inch blades and remote control.”
- Section 16 — “In support of Coffee House, the Library will provide a monthly schedule of meetings in Meeting Room A–B and the Elizabeth L. Hall Conference Room, including the name and telephone number of the responsible party for each organization, and will report changes to the schedule on a weekly basis.”
- Section 18 — “Coffee House shall comply with all applicable Library policies, rules, and regulations.”
- Section 19 — “If it becomes necessary to respond to incidents (including problem behaviors):
 - a. Coffee House shall respond directly to any such incidents that occur in the Premises or outdoor courtyard adjacent to the café pursuant to its own rules and regulations. Coffee House will inform the Library of any such incidents.
 - b. Except in emergency situations, Coffee House shall report any such incidents that occur outside the Premises or outdoor courtyard adjacent to the café in a timely manner (and preferably while in progress) to the Library’s person-in-charge, who will handle the situation pursuant to the Library’s rules and regulations. In other words, except in emergency situations, Coffee House is discouraged from responding directly to any such incidents that occur outside the Premises or outdoor courtyard adjacent to the café. The Library will follow up with Coffee House regarding the resolution of any such incidents. The Library will provide to Coffee House a schedule for the Library’s persons-in-charge.”

Discussion followed.

Motion by Trustee Jakubowski to recommend that the Board of Library Trustees approve a new, one-year lease for 2012 with 10 South Coffee House, as presented. Seconded by Trustee Babcock. All: Aye. The motion carried.

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

6. **An Agreement by and between the Batavia Public Library District and the Friends of the Batavia Public Library**

Director Scheetz reported that he reviewed the latest version of the proposed Agreement with the Friends Board at its regular meeting on Thursday, 22 September 2011. The Friends Board is scheduled to take action on the Agreement at its regular meeting in October.

Director Scheetz presented an overview of the proposed Agreement, a copy of which was included in the Committee packet.

In response to an observation by Trustee Babcock, discussion followed on lighting for the Book Sale Area.

In response to a question from Trustee Sullivan, discussion followed on rent. The lease currently states:

Friends shall pay the Library rent for the Book Sale Area in the amount of \$0.00 (zero) per year plus other good and valuable consideration.

Director Scheetz noted that the Friends Board objected to paying rent. However, the Library surely would receive “other good and valuable consideration” for the use of the space.

Director Scheetz reported that the Library’s Business Manager was working with the Library’s insurance broker to determine insurance requirements for inclusion in the Agreement.

Trustee Sullivan requested that Committee members review the Agreement and provide feedback to Director Scheetz.

In response to a comment by Trustee Babcock, discussion followed on the success of recent book sales in the new FriendSpace and plans for future sales.

7. **Future Agenda Items**

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

- Food for Fines
- How to Register for a Library Card

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*
- b. *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®*
- c. *ILA Annual Conference (Rosemont — Donald E. Stephens Convention Center), Tuesday–Friday, 18–21 October 2011*
- d. *Board of Library Trustees (Regular Meeting), Tuesday, 18 October 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- e. ***Standing Committee on Services, Thursday, 3 November 2011, 6:30 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*

10. **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 7:19 p.m.

Respectfully submitted,

George H. Scheetz
Director