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MINUTES

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

Special Meeting

Thursday • 3 November 2011

1. **Call to Order**

Trustee Sullivan called the meeting to order at 6:34 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 Deputy Director Joanne C. Zillman

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:** Special Meeting, Thursday, 6 October 2011

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

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

5. **Regular Meeting Schedule for 2011–2012**

Pursuant to direction from the Board of Library Trustees at its regular meeting in October, Director Scheetz presented to the Committee an Ordinance in tentative form to revise the regular meeting schedule (by cancelling the December meeting).

Motion by Trustee Babcock to recommend that the Board of Library Trustees approve “An Ordinance Revising the Regular Meeting Schedule for 2011–2012,” as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

6. **Illinois Municipal Retirement Fund (IMRF): Cast a Ballot in the 2011 Election of Executive Trustee**

Director Scheetz reported that the Library's governing body, the Board of Library Trustees, currently has exclusive authority to cast a ballot in the election of an Executive Trustee to the Board of Trustees of the Illinois Municipal Retirement Fund (IMRF).

He presented the ballot to the Committee for its consideration.

Motion by Trustee Babcock to recommend that the Board of Library Trustees give its vote in the 2011 IMRF Executive Trustee election for a five-year term of office to Mark F. Nannini. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

7. **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, 27 October 2011, at which several changes were suggested. A revised version of the Agreement was included in the Committee packet.

Director Scheetz stated that there were two issues for the Committee's consideration.

- **Lighting:** The Friends Board requested that the lighting be improved beyond the current eight fixtures at the Library's expense.

Director Scheetz reported that the Book Sale Area can accommodate up to eight additional light fixtures of the same style as the existing fixtures without significant construction work.

Trustee Sullivan called a recess and the meeting was moved to the Peyton Ryan Gibson Program Room. Pursuant to the Open Meetings Act, a notice to that effect was duly posted at the entrance to the Elizabeth L. Hall Conference Room.

During the recess, the Committee inspected the Book Sale Area (known as the FriendSpace). At the conclusion of the tour, the Committee reconvened in the Peyton Ryan Gibson Program Room and Trustee Sullivan called the meeting to order.

Director Scheetz stated that the Library made a good faith effort to provide space that was suitable for the Friends of the Batavia Public Library.

Director Scheetz noted that the location of stack units in the Book Sale Area—which were relocated to their current position by the Friends Board—has affected the quality of light on the lower shelves. He suggested that the reconfiguration of the existing light fixtures and/or the installation of additional light fixtures may improve the situation. Discussion followed.

Director Scheetz reported that Mascall Electric Inc., the contractor that installed the original fixtures, quoted the following prices for work in the Book Sale Area:

- Add eight (8) new light fixtures—\$2,357.00
- Move existing light fixtures—\$65.00 each

Trustee Sullivan suggested that such improvements were the responsibility of the Friends Board. Discussion followed.

Director Scheetz recommended a two-step process: First, move the light fixtures (at the expense of the Library), which may resolve the problem. Second, add additional light fixtures (at the expense of the Friends Board). Discussion followed.

The consensus of the Committee supported the two-step process, as proposed. At the Committee's request, Director Scheetz will present those options to the Friends Board.

- **Access to Book Sale Area:** The Friends Board has requested access to the Book Sale Area before the Library opens on sale days.

Discussion ensued. The consensus of the Committee did not support the request for access to the Book Sale Area before the Library opens on sale days.

8. **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

9. **Comments from the Committee**

In response to a comment by Trustee Sullivan, discussion followed on procedural matters vis-à-vis the selection of a new Library Trustee.

10. **Next Meetings or Events**

- Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 6 November 2011*
- Veterans Day, Friday, 11 November 2011, Library Open*
- National Gaming Day, Saturday, 12 November 2011 — launched in 2008 to focus on the social and recreational side of gaming*
- Board of Library Trustees (Regular Meeting), Tuesday, 15 November 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- Thanksgiving Eve, Wednesday, 23 November 2011, Library Closed at 5:00 p.m.*
- Thanksgiving (4th Thursday in November), Thursday, 24 November 2011, Library Closed*
- Day after Thanksgiving, Friday, 25 November 2011, Library Open*
- ~~*Standing Committee on Services, Thursday, 8 December 2011, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — No Meeting*~~
- ~~*Board of Library Trustees (Regular Meeting), Tuesday, 20 December 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — No Meeting*~~
- Observance of Christmas Eve, Friday, 23 December 2011, Library Open (Floating Holiday; Paid Holiday for Christmas Eve)*
- Christmas Eve (Observance of Christmas), Saturday, 24 December 2011, Library Closed (Not a Paid Holiday)*

- l. Christmas, Sunday, 25 December 2011, Library Closed (Not a Paid Holiday)*
- m. Observance of Christmas, Monday, 26 December 2011, Library Closed (Paid Holiday)*
- n. Observance of New Year's Eve, Friday, 30 December 2011, Library Open (Floating Holiday; Paid Holiday for New Year's Eve)*
- o. New Year's Eve, Saturday, 31 December 2011, Library Closed at 12:00 noon (Not a Paid Holiday)*
- p. New Year's Day, Sunday, 1 January 2012, Library Closed (Not a Paid Holiday)*
- q. Observance of New Year's Day, Monday, 2 January 2012, Library Closed (Paid Holiday)*

11. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 7:41 p.m.

Respectfully submitted,

George H. Scheetz
Director