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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 15 November 2011

1. **Call to Order**

President Sullivan called the regular meeting to order at 7:07 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

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

3. **Call the Roll**

Trustees Present: Virginia C. Babcock, Maureen A. Jakubowski, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

Trustees Absent: Randall E. Gibson

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

Visitors Present: Elizabeth Lenihan, candidate for the Board of Library Trustees; Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

Director Scheetz introduced Elizabeth Lenihan, a candidate for the Board of Library Trustees.

5. **Interview Candidates for Public Office**

A closed session for “The selection of a person to fill a public office, . . . , or the discipline, performance, or removal of the occupant of a public office,” as authorized by 5 ILCS 120/29(c)(3)

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

The Board entered closed session at 7:09 p.m.

The Board returned to open session at 7:48 p.m.

6. **Appointment of a Person to Fill a Public Office**

Trustee Sullivan announced that the consensus of the Board was to interview all six interested candidates during a special meeting on Tuesday, 6 December 2011.

7. **Qualify Newly Appointed Trustee**

This action item was deferred to Tuesday, 6 December 2011.

8. **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, 18 October 2011

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): October 2011, including General Fund checks (63867–63843) in the amount of \$103,044.33, and payroll and taxes in the amount of \$113,834.09, for a grand total of \$216,878.42 in expenditures

c. **Other Action Items:**

- (1) An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2011–2012 (Standing Committee on Finance: Ordinance 2011–009)
- (2) An Ordinance Revising the Regular Meeting Schedule for 2011–2012 (Standing Committee on Services): Ordinance 2011–010
- (3) A Resolution to Cast a Ballot in the 2011 Election of Executive Trustee of the Illinois Municipal Retirement Fund (Standing Committee on Services): Resolution 2011–010
- (4) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)
- (5) HVAC Control System (Standing Committee on Facilities)
- (6) Budget for the Library Integrated Network Consortium (LINC) for 2012–2013

Seconded by Trustee Jakubowski. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5–0, with one member absent.

9. **Approve the Agenda**

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

10. **Financial Reports**

a. **Financial Reports:** October 2011

- 2011–2012 Working Budget
- 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, which were included in the Board packet.

In response to an announcement from Business Manager Ganster, discussion followed on the receipt of the Per Capita Grant and its use.

Trustee Trefil reiterated the kudos expressed to Business Manager Ganster by the Library’s auditors in October, and added his own expression of gratitude, as well, for a job well done.

11. **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.\

- Trustee Von Lunen and Trustee Babcock expressed their appreciation to the six citizens, good candidates all, who applied for the open position on the Board of Library Trustees.
- Trustee Sullivan reported that Mayor Jeffery D. Schielke made several kind remarks about the Library and Director Scheetz at the Annual Mayor’s Breakfast on Tuesday, November 15.

12. **Correspondence and Communication**

There were no items of correspondence and communications.

13. **Director’s and Librarians’ Reports**

Director Scheetz highlighted portions of his written report, as follows:

- **Statistical Reports**

Total Circulation

The total circulation in October reflected an increase of **7.1%** over October 2010 (63,267 compared to 59,064)—for an average of **2,040.9 items** checked out per day over 31 days—or an average of 210.2 items per hour over 301 hours!

Total year-to-date circulation (July–October 2011) reflected an increase of **6.1%** over the same period in the previous fiscal year (271,777 compared to 256,189).

Total Number of Visitors

The total number of visitors in October reflected an increase of **5.5%** over October 2010 (28,163 compared to 26,687)—for an average of **908.5 visitors** per day over 31 days—or an average of 93.6 visitors per hour over 301 hours!

Total year-to-date number of visitors (July–October 2011) reflected an increase of **1.2%** over the same period in the previous fiscal year (117,032 compared to 115,627).

- **Other Highlights**

Friends of the Batavia Public Library

Director Scheetz reported that the Board of Directors of the Friends of the Batavia Public Library approved several grants to the Library, in the amount of \$6,150.00. In addition, the Friends Board approved the second payment to the Library for the improvements to the Book Sale Area (\$3,000.00). He requested the Board to join him in expressing appreciation to the Friends Board for its generous support of the Library.

Library Links! Miniature Golf in the Library

The third annual “Library Links! Miniature Golf in the Library” event—sponsored by the Batavia Public Library Foundation—was held on Sunday, October 23. Director Scheetz expressed his appreciation to the many volunteers that made the project a success.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, noted the success of the annual Preschool Fair, at which 17 local preschools were represented.

In addition, Zillman reported on the years-of-service recognition awards presented at the recent All-Staff Meeting.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, described the Library’s new computer coaching service.

In addition, Cisneros announced the next installment of the New Lyceum Lecture Series on Monday evening, 23 January 2012.

14. **President’s Report**

- Trustee Sullivan reiterated that the candidates for the open position on the Board of Library Trustees would be interviewed during a special meeting on Tuesday, 6 December 2011.
- Trustee Sullivan reported that he and other current and former Trustees spent an enjoyable afternoon on Sunday, October 23, working as volunteers as part of “Library Links! Miniature Golf in the Library,” sponsored by the Batavia Public Library Foundation.

- Appoint three (3) Trustees to serve on the Special Committee on Library Leaders

Trustee Sullivan reported that three Trustees were needed to serve on the Special Committee on Library Leaders. In response to an expression of willingness to serve, Trustee Sullivan appointed Trustee Jakubowski, Trustee Trefil, and Trustee Von Lunen to the ad hoc committee.

15. **Committee and Official Representative Reports**

- Standing Committee on Facilities:** Director Scheetz reported that, in addition to one items on the Board agenda (HVAC control system), agenda items included landscape issues and other future agenda items.
- Standing Committee on Finance:** There was no meeting in November.
- Standing Committee on Outreach:** There was no meeting in November.
- Standing Committee on Services:** Trustee Sullivan reported that, in addition to two items on the Board agenda (regular meeting schedule and IMRF ballot), agenda items includes the Friends agreement and other future agenda items.
- Batavia Public Library Foundation:** There was no meeting in November.
- 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 information on quality of light in the new FriendSpace on the Lower Level.
- Library Integrated Network Consortium (LINC):** Trustee Von Lunen reported that, in addition to one item on the Board agenda (budget for 2012–2013), agenda items for the LINC Governing Board included a new ten-year site lease agreement.

16. **Future Agenda Items**

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

17. **Comments from the Board**

Trustee Sullivan expressed the Board’s appreciation to the volunteers at “Library Links! Miniature Golf in the Library.”

18. **Next Meetings or Events**

- 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*
- 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*

- f. ~~Board of Library Trustees (Regular Meeting), Tuesday, 20 December 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library~~ — No Meeting
- g. *Observance of Christmas Eve, Friday, 23 December 2011, Library Open (Floating Holiday; Paid Holiday for Christmas Eve)*
- h. *Christmas Eve (Observance of Christmas), Saturday, 24 December 2011, Library Closed (Not a Paid Holiday)*
- i. *Christmas, Sunday, 25 December 2011, Library Closed (Not a Paid Holiday)*
- j. *Observance of Christmas, Monday, 26 December 2011, Library Closed (Paid Holiday)*
- k. *Observance of New Year's Eve, Friday, 30 December 2011, Library Open (Floating Holiday; Paid Holiday for New Year's Eve)*
- l. *New Year's Eve, Saturday, 31 December 2011, Library Closed at 12:00 noon (Not a Paid Holiday)*
- m. *New Year's Day, Sunday, 1 January 2012, Library Closed (Not a Paid Holiday)*
- n. *Observance of New Year's Day, Monday, 2 January 2012, Library Closed (Paid Holiday)*
- o. *ALA Midwinter Meeting (Dallas), Friday–Tuesday, 20–24 January 2012*
- p. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 16 January 2012, Library Open (Not a Paid Holiday)*
- q. *Board of Library Trustees (Regular Meeting), Tuesday, 17 January 2012, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

19. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 8:17 p.m.

Respectfully submitted,

Douglas S. Sullivan
President

Maureen A. Jakubowski
Secretary