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MINUTES

Board of Library Trustees of the Batavia Public Library District

Special Meeting

Tuesday • 6 December 2011

1. **Call to Order**

President Sullivan called the special meeting to order at 6:31 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, Laura A. Hensley, and Joann C. Zillman

4. **Comments from the Audience**

There were no comments from the audience.

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 Babcock to enter closed session for the purpose stated. Seconded by Trustee Von Lunen. 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 6:32 p.m.

The Board returned to open session at 9:20 p.m.

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

Trustee Sullivan stated that the Board of Library Trustees conducted interviews with six highly qualified candidates for the office of Library Trustee. He announced that, after due deliberation, the consensus of the Board was to appoint Cara M. Schuster to fill the open position.

Motion by Trustee Von Lunen to appoint Cara M. Schuster to fill the open position of Library Trustee. Seconded by Trustee Trefil. Roll Call: Babcock, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 5–0, with one member absent.

In response to a question, Director Scheetz reported that the term of office would expire in May 2013, and that the incumbent is eligible to run for a full term of office at the Consolidated Election in April 2013.

7. **Qualify Newly Appointed Trustees**

The newly appointed Trustee was absent and will be contacted regarding the Official Oath.¹

8. **Comments from the Board**

In response to a question from Trustee Von Lunen, discussion followed on the next steps in the annexation process.

In response to a question from Trustee Jakubowski, Director Scheetz reported that he would contact each candidate by telephone, and each candidate would receive a letter from President Sullivan.

Trustee Von Lunen requested (and the other Trustees concurred) that language in the letter should encourage the unsuccessful candidates to run for office in 2013.

9. **Next Meetings or Events**

- a. *Observance of Christmas Eve, Friday, 23 December 2011, Library Open*
- b. *Christmas Eve (Observance of Christmas), Saturday, 24 December 2011, Library Closed*
- c. *Christmas, Sunday, 25 December 2011, Library Closed*
- d. *Observance of Christmas, Monday, 26 December 2011, Library Closed*
- e. *Observance of New Year's Eve, Friday, 30 December 2011, Library Open*
- f. *New Year's Eve, Saturday, 31 December 2011, Library Closed at 12:00 noon*
- g. *New Year's Day, Sunday, 1 January 2012, Library Closed*
- h. *Observance of New Year's Day, Monday, 2 January 2012, Library Closed*

¹Trustee Schuster took the Official Oath of office before a Notary Public on Thursday, 8 December 2011.

10. **Adjournment**

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

Trustee Sullivan declared the meeting adjourned at 9:20 p.m.

Respectfully submitted,

Douglas S. Sullivan
President

Maureen A. Jakubowski
Secretary