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MINUTES

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

Special Meeting

Tuesday • 2 November 2010

1. **Call to Order**

In the absence of Trustee Gibson, Trustee Jakubowski was in the chair.

Trustee Jakubowski called the meeting to order at 6:05 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Maureen A. Jakubowski and Douglas S. Sullivan

Committee Members Absent: Randall E. Gibson

Other Trustees Present: None

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

Visitors Present: None

3. **Approve the Agenda**

Trustee Jakubowski declared the agenda approved, as presented.

4. **Regular Meeting Schedule for 2010–2011**

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 Sullivan to recommend that the Board of Library Trustees approve “An Ordinance Revising the Regular Meeting Schedule for 2010–2011” (Ordinance 2010–xxx), as presented. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

5. **Illinois Municipal Retirement Fund (IMRF)**

a. **Cast a Ballot in the 2010 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 Sullivan to recommend that the Board of Library Trustees give its vote in the 2010 IMRF Executive Trustee election for a five-year term of office to Gwen Henry. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the consent agenda.

b. **Authorized Agent**

Director Scheetz reported that the current Authorized Agent for IMRF is Joy K. Ganster, who has recommended that the Library's human resources specialist be appointed to this position.

Therefore, the Library Director proposed that the Board of Library Trustees appoint Lisa M. Moore, human resources specialist, as the Library's Authorized Agent for IMRF and grant the Authorized Agent voting authority. Discussion followed.

The consensus of the Committee supported the first proposition (to appoint Moore as the Authorized Agent) but not the second

Motion by Trustee Sullivan to recommend that the Board of Library Trustees appoint Lisa M. Moore as authorized agent in matters related to the Illinois Municipal Retirement Fund. Seconded by Trustee Jakubowski. All: Aye. The motion carried.

6. **Downloadable Collections**

Director Scheetz noted that a follow-up report (from the August meeting) on Freegal, prepared by Roseanne I. Biver, reference librarian, and Stacey L. Cisneros, head, Adult Services, was included in the Committee packet.

This Objective / Project was identified in the Strategic Plan, as follows:

***Strategic Plan:** Priority: Promote Lifelong Learning and Leisure Pursuits—Goal: To provide high-interest collections focused on the interests and needs of users and ensure the most favorable access to them—Objectives / Projects: Explore whether to provide a variety of downloadable collections (music, videos, etc.)*

At the request of Director Scheetz, Cisneros presented an overview of her report, which included sections on plan option, how Freegal works, the "Freegal Model," practical matters (such as billing), support materials (such as for marketing), and case studies of two public libraries that subscribe to Freegal.

In response to a question from Trustee Sullivan, discussion followed on the accessibility of one song multiple times.

In response to a question from Trustee Sullivan on the availability of other options, Cisneros reported that most vendors offering downloadable music to libraries do not offer high-demand, popular music. Freegal, which offers the complete Sony music catalog (≈515,000 songs), is the only vendor that offers the types of music in highest demand by library users.

Cisneros described a service from Naxos, which focused primarily on classical music, and a service from OverDrive, which focused primarily on electronic books and audiobooks.

She noted that Freegal (unlike OverDrive) does not use digital rights management (DRM) and operates on a different model; that is, unlike any other service provided by the Library, Freegal would result in the Library giving away (rather than lending) material. Discussion followed.

Cisneros reported that OverDrive may expand its service to include music, which would offer a good solution for the Library.

In response to a comment by Director Scheetz, discussion followed on plan options and costs. Kerry K. Halter, technical services coordinator, noted that the cost of processing CDs should be considered when comparing CDs purchased by the Library with a downloadable service.

In response to a question from Trustee Sullivan, discussion followed on whether Freegal permitted client libraries to recover the cost of its service by passing along the cost to patrons.

In response to a question from Trustee Sullivan, discussion followed on the Library's budget for books and other materials.

Director Scheetz stated that he did not support a subscription to Freegal for the Library, in part because of cost-benefit considerations, and primarily because Freegal operates under a business model in which downloadable music is purchased by libraries and given to users—a radically different approach from the traditional lending model, and one that does not favor libraries.

Trustee Sullivan suggested that the Library monitor future developments in downloadable music and continue to identify this topic as a “future idea” in the Strategic Plan.

7. **Express Check Out Service (Use of Self-Check Units)**

Director Scheetz distributed a staff report on the use of self-check units, which was prepared by a task force under the leadership of Kerry K. Halter, technical services coordinator.

This Objective / Project was identified in the Strategic Plan, as follows:

***Strategic Plan:** Priority: Provide a Welcoming and Comfortable Destination—
Goal: To facilitate improved use of the facility—Objectives / Projects: Monitor completion (and impact) of project to increase the use of self-check units*

At the request of Director Scheetz, Halter who reported that the new self-check units—one on the Upper Level and one on the Lower Level—were placed in service on Monday, 1 November 2010, to great public acclaim.

Trustee Jakubowski observed that the unit on the Upper Level was in a good location.

Director Scheetz complimented Halter and the members of the task force for their great work. He reported that his monthly Director's Report would include (for a period of time) statistical data on the use of the new self-check units.

8. **Comments from the Committee**

Trustee Sullivan reported that the Batavia Public Library Foundation sponsored a very successful *Library Links! Miniature Golf in the Library* event on Sunday, October 24.

9. **Next Meetings or Events**

- a. *General Election Day (in even-numbered years, the first Tuesday after the first Monday in November) — Tuesday, 2 November 2010*

- b. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2010*
- c. *Veterans Day, Thursday, 11 November 2010, Library Open*
- d. *Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- e. *Thanksgiving Eve, Wednesday, 24 November 2010, Library Closed at 5:00 p.m.*
- f. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2010, Library Closed*
- g. *Day after Thanksgiving, Friday, 26 November 2010, Library Open*
- h. ~~*Standing Committee on Services, Tuesday, 7 December 2010, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*~~ — No Meeting
- i. ~~*Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*~~ — No Meeting
- j. *Observance of Christmas Eve, Thursday, 23 December 2010, Library Open*
- k. *Christmas Eve (Observance of Christmas), Friday, 24 December 2010, Library Closed*
- l. *Christmas, Saturday, 25 December 2010, Library Closed*
- m. *Sunday after Christmas, Sunday, 26 December 2010, Library Closed*
- n. *Observance of Christmas (City of Batavia), Monday, 27 December 2010, Library Open*
- o. *Observance of New Year's Eve, Thursday, 30 December 2010, Library Open*
- p. *New Year's Eve (Observance of New Year's Day), Friday, 31 December 2010, Library Closed*
- q. *New Year's Day, Saturday, 1 January 2011, Library Closed*
- r. ***Standing Committee on Services, Tuesday, 4 January 2011, 6:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- s. *ALA Midwinter Meeting (San Diego), Friday–Wednesday, 7–11 January 2011*
- t. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2011, Library Open*
- u. *Board of Library Trustees (Regular Meeting), Tuesday, 18 January 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

10. **Adjournment**

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

Trustee Jakubowski declared the meeting adjourned at 6:59 p.m.

Respectfully submitted,

George H. Scheetz
Director