



Agenda Item # 5 a (1)

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Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 19 February 2019

1. **Call to Order**

President Deitchman called the regular meeting to order at 7:03 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: Diane L. Blodgett, Jennifer M. Culotta, Andrew R. Deitchman, Katherine A. Garrett, Richard A. Henders, and Jo Ann Smith

Trustees Absent: Michael E. MacKenzie

Staff Members Present: Director George H. Scheetz, H. Joseph McKane, Kathy A. Moecher, Stacey L. Peterson, and Joanne C. Zillman

Visitors Present: Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Deitchman read the consent agenda.

Trustee Deitchman asked whether there were any changes to the consent agenda.

Motion by Trustee Henders to approve the consent agenda, as presented, to include the following items:—

a. **Minutes:**—

- (1) Regular Meeting, Tuesday, 15 January 2019
- (2) Closed Session, Tuesday, 15 January 2019

b. **Expenditures:**—

- (1) Expenditures (“Cash Disbursement Detail Report”): January 2019, including General Fund Checks (725149–725256) in the amount of \$150,662.94, Online Debit Charges in the amount of 11,968.97, and Payroll Checks & Taxes in the amount of \$137,573.34, for a grand total of \$300,205.25 in expenditures.

c. **Other Action Items:**—

- (1) Biennial Transition Meeting: Order of Events (Standing Committee on Services)

Seconded by Trustee Blodgett. Roll Call: Blodgett, aye; Culotta, aye; Deitchman, aye; Garrett, aye; Henders, aye; Smith, aye. The motion carried, 6–0, with one member absent.

6. **Approve the Agenda**

Trustee Deitchman asked whether there were any changes to the agenda.

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

7. **Financial Reports**

a. **Financial Reports:** January 2019

- 2018–2019 Working Budget
- 2018–2019 Statement of Revenue and Expenditures
- 2018–2019 Investment Report

H. Joseph McKane, the Library’s Finance Specialist, asked whether there were any questions regarding the financial reports, which were included in the Board packet. There were no questions.

- Special Reserve Fund / Summary of Capital Asset Plan

Director Scheetz reviewed the Special Reserve Fund report, which was prepared by McKane, and the Summary of the Capital Asset Plan, which was originally developed as a tracking and decision-making tool for the Standing Committee on Facilities and the Board as a whole.

In response to a suggestion from Trustee Smith, discussion followed on adding columns to the Summary of the Capital Asset Plan to identify project completion dates and actual costs.

8. **President’s Report**

Candidates Forum: Trustee Deitchman reported that the League of Women Voters of Central Kane County was hosting a forum for Library Trustee candidates on Thursday, 28 February 2019, at 7:00 p.m.

9. **Good News / Comments from the Board**

There were no additional comments from the Board.

10. **Correspondence and Communications**

- Proclamation, “The Year of Mark Twain in Batavia,” presented by Jeffery D. Schiellke, Mayor, City of Batavia (22 January 2019)
- Article, “@ Your Library: Fall in Love with the Batavia Public Library this Winter,” by Patricia Leonard, the Library’s Promotional Services Manager (*Kane County Chronicle*, Thursday, 24 January 2019)
- Article, “Batavia marks Mark Twain’s visit in 1869,” by Mark Foster (*Kane County Chronicle*, Thursday, 7 February 2019, p. 6)

11. **Director’s and Librarians’ Reports: January 2019**

- **Statistical Reports**

The following monthly and year-to-date reports were in the Board packet: Circulation, Library Usage / Reciprocal Borrowing, and Acquisitions.

- **Other Highlights**

New Lyceum Lecture Series (Season 12): Director Scheetz reported that the forty-sixth event in this series, “Homeless Shelters’ Gift to the World,” presented by Ryan Dowd, executive director, Hesed House, and author, *The Librarian’s Guide to Homelessness*, was scheduled for Wednesday, 20 February 2019, at 7:00 p.m.

The Year of Mark Twain in Batavia: Director Scheetz reported that the Library has initiated a year-long, collaborative, community-wide celebration in honor of the 150th anniversary of Samuel L. Clemens’ visit to Batavia in 1869. The festivities officially began with a Mayoral proclamation at the City Council meeting on Tuesday, 22 January 2019.

The Library is working with other local agencies to plan activities and pop-up events to celebrate this milestone in Batavia’s history, including a Books Between Bites presentation in October by Barbara A. Kalina on Mark Twain’s first novel, *The Innocents Abroad*, which was the inspiration for his 1868–1869 lecture tour.

PechaKucha Night™ Batavia: Director Scheetz invited Trustees to attend “Zeitgeist” (Volume 14) on Thursday, 21 February 2019, at Island View Banquets (at Batavia VFW).

Minimum Wage: Director Scheetz reported that the Governor had signed a bill into law that will raise the minimum wage in Illinois from \$8.25 per hour to \$15.00 per hour in seven (7) increments over the course of six (6) years, which will affect the Library’s budget in significant ways, require changes to the Library’s salary schedule, and perhaps affect levels of service.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Winter Library Club, the Science & Art Fair, and the receipt of a grant from the Rotary Club of

Batavia in the amount of \$1,750.00 in support of Born to Read, which was established in 2009.

In addition, she reported on several forthcoming events, including Read Across America Day—a national celebration of reading that takes place annually on March 2, the birth anniversary of Dr. Seuss—and Middle School Mystery Night (March 8).

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on the New Lyceum Lecture Series, a newly published guide to the “Top 50: Batavia’s [most-checked-out] fiction titles of 2018,” the Tournament of Books, and One Book, One Batavia 2019.

12. **Committee and Official Representative Reports**

- Standing Committee on Facilities:** There was no meeting in February.
- Standing Committee on Finance:** Trustee Culotta presented a brief report on the work of the Standing Committee on Finance, the packet for which was distributed to the Board.
- Standing Committee on Outreach:** There was no meeting in February.
- Standing Committee on Services:** Trustee Deitchman presented a brief report on the work of the Standing Committee on Services, the packet for which was distributed to the Board.
- Batavia Public Library Foundation:** Trustee Blodgett presented a brief report on the work of the Batavia Public Library Foundation.
- Friends of the Batavia Public Library:** Trustee Smith presented a brief report on the work of the Friends of the Batavia Public Library.
- Batavia Access Television (BATV):** Trustee Henders presented a brief report on the work of BATV.

13. **Library Director’s Goals for 2018–2019**

Trustee Deitchman stated that the purpose of this agenda item is to approve an Annual Goal Plan for the Library Director for July 2018–June 2019.

He presented an overview of the Annual Goal Plan and noted that, at its meeting on Tuesday, 5 February 2019, the Standing Committee on Services recommended that the Board of Library Trustees approve an Annual Goal Plan for the Library Director for the current fiscal year, as presented. Discussion followed.

In response to a comment by Trustee Culotta, discussion followed on the new minimum wage law in relation to Goal E–3, “Appropriate Staffing Levels.”

In response to a comment by Trustee Smith, discussion followed on Goal D–2, “Appraisal Process for Library Director.”

The consensus of the Board supported the Annual Goal Plan for the Library Director for July 2018–June 2019, as presented.

In summary:—

Annual Goal Plan for 2018–2019

Competency A. **Communications**

[NO GOALS IN 2018–2019]

Competency B. **Change Management and Innovation**

[NO GOALS IN 2018–2019]

Competency C. **Leads through Influence**

Goal C-1. **Referendum Campaign**

Effectively manage communications related to the Zero Tax Rate Change referendum campaign to employees and the community at large

Goal C-2. **Business as Usual**

During the fiscal year (and especially during the Zero Tax Rate Change referendum campaign), maintain current service levels; that is, ensure that other projects and initiatives were not overlooked inappropriately or postponed incorrectly

Competency D. **Team Leadership and Development**

Goal D-1. **Employee Satisfaction / Engagement**

Develop an employee satisfaction / engagement survey and analyze the results with the Standing Committee on Services by Tuesday, 2 April 2019

Goal D-2. **Appraisal Process for Library Director**

As a means to identify areas on which to work and establish a base line, use the Leadership Practices Inventory® (LPI®) as a true 360-degree feedback / appraisal process for the Library Director

Competency E. **Plans and Acts Strategically**

Goal E-1. **Recommendations from Speak Up! Community Engagement Initiative**

In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, establish priorities and develop action plans in support of the “Recommendations to the Board of Library Trustees” (“Speak Up! Recommendations”) that resulted from the Speak Up! Community Engagement Initiative

Goal E-2. **Capital Asset Plan**

In collaboration with selected direct reports and the Standing Committee on Facilities, establish priorities and action plans to implement (and periodically update) the Capital Asset Plan for long-term maintenance and capital improvements

Goal E-3. **Appropriate Staffing Levels**

In collaboration with the Human Resources Manager and the Standing Committee on Services, study appropriate staffing levels and develop a staffing plan for the Library

Goal E-4. **Budget Guidelines**

As a result of the successful referendum in November 2018, in collaboration with the Library Accountant / Finance Specialist, establish new and/or expanded guidelines for the Working Budget for 2019–2020 for review (and approval) by the Standing Committee on Finance by no later than Tuesday, 2 April 2019.

Competency F. **Executes for Results**

[NO GOALS IN 2018–2019]

Motion by Trustee Blodgett to approve the Annual Goal Plan for the Library Director for 2018–2019, as presented. Seconded by Trustee Garrett. All: Aye. The motion carried.

14. **Future Agenda Items**

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

15. **Next Meetings or Events**

- a. *Washington’s Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 18 February 2019, Library Open [F]*
- b. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 February 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- c. *“Zeitgeist,” PechaKucha Night Batavia, Volume 14, Thursday, 21 February 2019, 5:30 p.m., Island View Banquets*
- d. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 4 March 2019, Library Open [I]*
- e. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 10 March 2019*
- f. *Freedom of Information Day, Saturday, 16 March 2018 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- g. *Trivia Bee for Literacy, Saturday, 16 March 2018, 9:00 a.m.–12:00 noon, FONA International Inc.*
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 March 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- i. *Consolidated Election, Tuesday, 2 April 2019*
- j. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- k. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*
- l. *National Library Week (62nd Annual Observance, 1958–2019), Sunday–Saturday, 7–13 April 2019 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2019 Theme: Libraries = Strong Communities*
- m. *National Drop Everything and Read (D.E.A.R.) Day, Friday, 12 April 2019 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*

n. Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library

o. Good Friday, Friday, 19 April 2019, Library Open [I]

p. Easter, Sunday, 21 April 2019, Library Closed

16. **Adjournment**

Motion by Trustee Henders to adjourn the meeting. Seconded by Trustee Garrett. All: Aye. The motion carried.

Trustee Deitchman declared the regular meeting of the Board of Library Trustees adjourned at 7:43 p.m.

Respectfully submitted,

Andrew R. Deitchman
President

Jo Ann Smith
Secretary