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MINUTES

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

Special Meeting

Tuesday • 2 October 2018

1. **Call to Order**

Trustee Deitchman called the meeting to order at 6:39 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Jennifer M. Culotta and Andrew R. Deitchman

Committee Members Absent: Michael E. MacKenzie

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz and Deputy Director Joanne C. Zillman

Visitors Present: None

3. **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 Deitchman. All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Thursday, 3 May 2018

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

Motion by Trustee Culotta to approve the minutes of the special meeting, as presented. Seconded by Trustee Deitchman. All: Aye. The motion carried.

5. **Library Director's Goals for 2018–2019**

Trustee Deitchman stated that the purpose of this agenda item was to develop goals—for the Library Director for 2018–2019 and recommend them for approval by the Board of Library Trustees.

In addition to a report on possible new goals, which was included in the Committee packet, the goals for 2017–2018 were as follows:—

- Maintain a positive revenue position throughout the fiscal year and position the Library for a long-term positive position
- Continue to implement the Library’s Master Plan for space utilization and Capital Asset Plan for long-term maintenance issues and capital improvements
- Maintain a safe, healthy, and productive work environment
- Complete all Objectives / Projects for Year Two (2016–2017) of the Strategic Plan:—
 - Engage the community [1]
 - Complete the migration from LINC to SWAN [2]
 - Explore RFID [3]
 - Establish a review cycle for Library policies [4]

Trustee Culotta suggested that the preferred focus should be on competency-related (as opposed to task-related) goals. Discussion followed.

In response to a question from Trustee Deitchman, discussion followed on “Guidelines for Dealing with Problem Behaviors” (Bullet 3 in the Committee report).

Trustee Culotta provided several examples of competency-related concepts, as follows:—

- Developing (and empowering) employees
- Managing projects
- Engaging in fiscally responsible behaviors and long-range planning
- Developing (and achieving) competencies and skills

In response to a question from Director Scheetz, discussion followed on connecting the goals to the performance appraisal.

At her request, Trustee Culotta was appointed by Trustee Deitchman to develop a set of Library Director’s goals for consideration by the Committee. To that end, Trustee Culotta requested that Director Scheetz provide her with background information on the Library’s managers’ competencies.¹

Trustee Deitchman suggested that the question of the Library Director’s goals be placed on the table pending a report from Trustee Culotta.

Motion by Trustee Culotta to place the question of the Library Director’s goals on the table. Seconded by Trustee Deitchman. All: Aye. The motion carried.

6. **Future Agenda Items**

- Policy on Leave of Absence without Pay (January–February 2019)
- Policy on a Safe and Healthful Workplace (January–February 2019)
- Review Cycle for Library Policies: Strategic Plan (2017–2018): Objective / Project 4

¹On 4 October 2018, Director Scheetz submitted the key elements of the performance appraisal instrument developed for managers, as well as information derived from an instrument (“Areas of Accountability”) developed for the Director in collaboration with the Board, but not used as a formal instrument.

- Bylaws of the Board of Library Trustees
- Policy on Public Participation at Meetings, Media Relations, and Other Communications
- Policy on Calls for Action

7. **Comments from the Committee**

There were no additional comments from the Committee.

8. **Next Meetings or Events**

- a. *152nd Anniversary of Library Service in Batavia (October 1866–2018), October 2018*
- b. *Teen Read Week™ (same week as Columbus Day), Sunday–Saturday, 7–13 October 2018 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — Annual Theme: It’s Written in the Stars... Read!*
- c. *Columbus Day (Observed) (2nd Monday in October), Monday, 8 October 2018, Library Open [F]*
- d. *ILA Annual Conference (Peoria), Tuesday–Thursday, 9–11 October 2018*
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 16 October 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- f. *International Games Week (formerly International Games Day), Sunday–Saturday, 4–10 November 2018 — launched in 2008 to focus on the social and recreational side of gaming*
- g. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 4 November 2018*
- h. *General Election Day (in even-numbered years, the first Tue after the first Monday in November), Tuesday, 6 November 2018*
- i. ***Standing Committee on Services, Tuesday, 6 November 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- j. *Board of Library Trustees (Public Hearing / Special Meeting), Wednesday, 7 November 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 20 November 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

9. **Adjournment**

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

Trustee Deitchman declared the meeting adjourned at 7:10 p.m.

Respectfully submitted,

George H. Scheetz
Director