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MINUTES

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

Special Meeting

Tuesday • 6 November 2018

1. **Call to Order**

Trustee Deitchman called the meeting to order at 6:34 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Jennifer M. Culotta, Andrew R. Deitchman, and Michael E. MacKenzie

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Lisa M. Moore, 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 MacKenzie. All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Tuesday, 2 October 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 MacKenzie. All: Aye. The motion carried.

5. **A Resolution Appointing an Authorized Agent in Matters Related to the Illinois Municipal Retirement Fund (IMRF)** (Illinois Municipal Retirement Fund) (RESOLUTION 2018–XXX)

Trustee Deitchman stated that the purpose of this agenda item was to recommend that the Board of Library Trustees appoint Lisa M. Moore as the Authorized Agent for the Illinois Municipal Retirement Fund.

Director Scheetz reported that the appointment of Lisa M. Moore as the Library's Human Resources Manager / Executive Assistant made it necessary to appoint a new Authorized Agent. Discussion followed.

Further, consistent with the Board's action in November 2016, March 2017, and March 2018, the proposed resolution delegates to the Authorized Agent the following powers and duties:—

- To file Petition for Nomination of an Executive Trustee of IMRF
- To file a Ballot for Election of an Executive Trustee of IMRF

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve "A Resolution Appointing an Authorized Agent in Matters Related to the Illinois Municipal Retirement Fund" (RESOLUTION 2018–XXX), as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

6. **Voluntary Term Life Insurance** (Prudential Insurance Company of America | National Conference on Public Employees Retirement Systems | Illinois Municipal Retirement Fund)

Trustee Deitchman stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal for the Library to participate in a voluntary term life insurance plan for Illinois Municipal Retirement Fund members.

Director Scheetz reported that National Conference on Public Employee Retirement Systems (NCPERS) offers a voluntary term life insurance plan for Illinois Municipal Retirement Fund (IMRF) members provided by Prudential Insurance Company of America.

Lisa M. Moore, the Library's Human Resources Manager, proposed that the Library participate in this voluntary, decreasing term life insurance plan. In summary:—

- The plan is completely voluntary.
- Premiums are 100% paid by participating employees through payroll deduction.
- The Library currently has 34 eligible employees, which accounts for about 50% of its personnel complement.
- The cost of the plan is \$16.00 per month.

Director Scheetz noted that the Library's Management Team supports this proposal. The plan must be approved by the Board of Library Trustees in order for it to be available to the Library's IMRF members.

A more detailed overview and description of this insurance plan was included in the Committee packet. Discussion followed.

The consensus of the Committee was to proceed with this project.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve the Library's participation in a voluntary term life insurance plan for Illinois Municipal Retirement Fund (IMRF) members offered by National Conference on Public Employee Retirement Systems (NCPERS) and provided by Prudential Insurance Company of America, as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

Moore left the meeting at 6:40 p.m.

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

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

Trustee Culotta distributed a report on “Core Competencies of Library Director” and distinguished between the Board of Library Trustees’ past practice of establishing primarily project-related or task-related goals for the Library Director and competency-related goals.

As examples of primarily project-related goals, 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]

In her report, Trustee Culotta stated that annual goal plans typically should contain the following elements:—

- 3–4 Objectives
Specific competencies to focus on improving.
- 2–4 Action Steps for Each Objective
The actions needed to accomplish the identified objectives.

She observed, “Competencies are the skills, knowledge, and abilities that lead to exemplary performance.” As a starting point for the discussion, the report identified six core competencies and several goals (“Action Steps”) related to three of them, as follows:—

- **Communications**
- **Change Management and Innovation**
- **Leads through Influence**

Action Steps:—

1. First half of year, effectively manage communications for the November referendum to the public and staff members
2. As a primary focus through November 2018, effectively manage communications related to the referendum and ensure that other projects and initiatives are not overlooked or postponed incorrectly

3. Second half of year, based on results of the referendum, establish priorities and plan to implement the Capital Asset Plan for long-term maintenance and capital improvements

- **Team Leadership and Development**

Action Steps:—

1. Develop an employee satisfaction survey and analyze results with the Board of Library Trustees
2. Revise the 360-degree appraisal process for direct reports
3. Through use of Management Team meetings, address concerns raised by direct reports and develop strategy for solving problems promptly

- **Plans and Acts Strategically**

Action Steps:—

1. Effectively prioritize and manage time needed for internal projects versus external projects
2. Eliminate distractions and respond within 24 hours to direct reports' needs and requests so that managers do not need to halt their own responsibilities waiting on answers
3. Through the assistance of the Finance Director, establish milestones and due dates in order to carve out appropriate time for the budgeting process and financial reports

Trustee MacKenzie observed that the Action Steps, particularly for this competency, read more like job responsibilities than specific deliverables for the year. Discussion followed.

- **Executes for Results**

Trustee MacKenzie observed that, insofar as practicable, goals should be SMART; that is:—

- Specific
- Measurable
- Attainable
- Relevant
- Timely

In response to a question from Director Scheetz, discussion followed on incorporating the competencies and goals (action steps) into the performance appraisal.

In response to an observation by Trustee MacKenzie, discussion followed on whether to identify goals (action steps) for each competency.

The Committee requested Director Scheetz to revise and continue working on the competencies and action steps for the next meeting.

8. **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
- Bylaws of the Board of Library Trustees
- Policy on Public Participation at Meetings, Media Relations, and Other Communications
- Policy on Calls for Action

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- 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*
- General Election Day (in even-numbered years, the first Tue after the first Monday in November), Tuesday, 6 November 2018*
- Board of Library Trustees (Public Hearing / Special Meeting), Wednesday, 7 November 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- Board of Library Trustees (Regular Meeting), Tuesday, 20 November 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- 152nd Anniversary of Library Service in Batavia (October 1866–2018), October 2018*
- Thanksgiving Eve, Wednesday, 21 November 2018, Library Closed at 5:00 p.m.*
- Thanksgiving (4th Thursday in November), Thursday, 22 November 2018, Library Closed [F]*
- Day after Thanksgiving, Friday, 23 November 2018, Library Open*
- Standing Committee on Services, Tuesday, 4 December 2018, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- Board of Library Trustees (Regular Meeting), Tuesday, 18 December 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- Christmas Eve, Monday, 24 December 2018, Library Closed*
- Christmas, Tuesday, 25 December 2018, Library Closed [F]*
- New Year's Eve, Monday, 31 December 2018, Library Closed at 12:00 noon*
- New Year's Day, Tuesday, 1 January 2019, Library Closed [F]*
- ~~*Standing Committee on Services, Tuesday, 1 January 2019 — No Meeting*~~
- Board of Library Trustees (Regular Meeting), Tuesday, 15 January 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

q. Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 21 January 2019, Library Open [F]

r. ALA Midwinter Meeting (Seattle), Friday–Tuesday, 25–29 January 2019

11. **Adjournment**

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

Trustee Deitchman declared the meeting adjourned at 7:29 p.m.

Respectfully submitted,

George H. Scheetz
Director