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MINUTES

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

Special Meeting

Tuesday • 18 December 2018

1. **Call to Order**

Trustee Deitchman called the meeting to order at 6:31 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: Katherine A. Garrett (arrived at 6:56 p.m.) and Jo Ann Smith (arrived at 6:54 p.m.)

Staff Members Present: Director George H. Scheetz, Kathy A. Moecher, 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, 6 November 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. **Facilities Services**

Director Scheetz provided a broad overview of the current status of Facilities Services.

Cleaning Service

Director Scheetz reported that the cleaning service was discontinued for two major reasons: (1) the time required to oversee—that is, direct and monitor—the work was out of proportion to results, and (2) in spite of the oversight, the quality of work was unsatisfactory. Discussion followed.

In response to a question from Trustee Deitchman, discussion followed on the scope and quality of work performed by the cleaning service.

Current Authorized Personnel Strength

Director Scheetz noted that the current authorized personnel strength included three full-time positions, as follows:—

- Facilities Services Manager (1.0 FTE)

The Library’s Administrative Secretary / Meeting Room Coordinator currently serves as the Interim Facilities Services Manager.

- Facilities Assistants (2.0 FTE)

Plan for Facilities Services

- **Manager:** Director Scheetz reported that he has offered the permanent position of Facilities Services Manager to the Interim Facilities Services Manager.

Director Scheetz noted that (in the Business Office) he planned to slightly reorganize the responsibilities and change the titles of the Human Resources Manager / Executive Assistant and Administrative Secretary, as follows:—

- Human Resources Manager
- Executive (or perhaps, more appropriately, Administrative) Assistant

The latter position would encompass most of the duties of the Administrative Secretary; however, both positions would be cross-trained to cover for one another.

- **Modify the Manager’s Responsibilities:** Director Scheetz reported that the “Meeting Room Coordinator” responsibilities would follow Moecher to the Facilities Services Manager position. Discussion followed.

In response to a question from Trustee MacKenzie, discussion followed on the responsibilities of the Meeting Room Coordinator and their relation to the Facilities Services Manager.

- **Renovate Office:** Director Scheetz observed that the current Facilities Services Manager’s office is a repurposed storage room on the Lower Level.

He plans to renovate this room by (perhaps) adding a window in the west wall of the office and the door, as well as adding fresh carpet, fresh paint, and improved furniture, such as a workstation similar to those found in other managers’ offices.

The office currently is decorated with leftover carpet squares from Youth Services and furnished with mismatched cast-offs from the old library building and the school district. Discussion followed.

In response to a question from Trustee MacKenzie. Director Scheetz noted that this element of the plan is within the purview of the Standing Committee on Facilities.

- **Personnel Complement:** Looking ahead, Director Scheetz suggested that adding 1.0 FTE to the department would better accommodate the current workload and provide better coverage during employees' leaves of absence, such as vacation leave and sick leave. Discussion followed.

In response to a question from Trustee MacKenzie, discussion followed on the proposal to study appropriate staffing levels throughout the Library.

Trustee Culotta observed that the proposal to study appropriate staffing is a critical need and should be added as one of the Library Director's goals. Discussion followed.

The consensus of the Committee concurred with Trustee Culotta's suggestion.

Trustee Smith arrived at 6:54 p.m.

Trustee Garrett arrived at 6:56 p.m.

6. **Library Director: Core Competencies, Leadership Practices, and Goals**

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.

The following reports were included in the Committee packet for purposes of discussion:—

- Leadership Core Competencies, which includes 28 core competencies organized into five levels
- The Five Practices of Exemplary Leadership Model, including a proposed goal related to this model

Trustee Culotta acknowledged the reports provided by Director Scheetz. Rather than review the She suggested that the Committee continue to fine-tune the “Core Competencies of Library Director” as described in the minutes for Tuesday, 6 November 2018. Discussion followed.

In response to a question from Director Scheetz, discussion followed on terminology.

The consensus of the Committee supported the following hierarchy:—

Core Competencies (shown below as bullet points)

Goals (labeled as “Action Steps” in the November minutes)

Action Steps

A lively, wide-ranging discussion ensued on goals, which resulted in a revised set of proposed goals for the Library Director. In summary:—

- **Communications**
Goals: No goals were identified for 2018–2019.
- **Change Management and Innovation**
Goals: No goals were identified for 2018–2019.

- **Leads through Influence**

Goals:—

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

- **Team Leadership and Development**

Goals:—

1. Develop an employee satisfaction survey and analyze results with the Board of Library Trustees
2. Revise the 360-degree appraisal process for the Library Director

The consensus of the Committee was to incorporate the Leadership Practices Inventory® (LPI®) from The Five Practices of Exemplary Leadership Model into this goal.

3. Assess the need for an internal communications plan for the Library Director and the Library as a whole

- **Plans and Acts Strategically**

Goals:—

1. Study appropriate staffing levels (or) develop a staffing plan for the Library
2. Develop revised guidelines for the Working Budget
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

- **Executes for Results**

Goals: No goals were identified for 2018–2019.

In the absence of a Committee meeting in January, the Committee requested Director Scheetz to revise and continue working on the competencies and action steps and submit a report to the Committee in advance of the Board meeting.

7. **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

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 18 December 2018, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- b. *Christmas Eve, Monday, 24 December 2018, Library Closed*
- c. *Christmas, Tuesday, 25 December 2018, Library Closed [F]*
- d. *New Year's Eve, Monday, 31 December 2018, Library Closed at 12:00 noon*
- e. *New Year's Day, Tuesday, 1 January 2019, Library Closed [F]*
- f. ~~*Standing Committee on Services, Tuesday, 1 January 2019*~~ — No Meeting
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 15 January 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- h. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 21 January 2019, Library Open [F]*
- i. *ALA Midwinter Meeting (Seattle), Friday–Tuesday, 25–29 January 2019*

10. **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 7:30 p.m.

Respectfully submitted,

George H. Scheetz
Director