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MINUTES

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

Special Meeting

Tuesday • 5 February 2019

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: None

Staff Members Present: Director George H. Scheetz and Lisa M. Moore

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, 18 December 2018

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

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

5. **Library Director: Goals for 2018–2019**

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

The latest iteration of the proposed Annual Goal Plan, including Competencies, Goals, and Action Plans, was included in the Committee packet. Discussion followed.

The consensus of the Committee was that the Annual Goal Plan, as recommended by the Committee and approved by the Board of Library Trustees, encompassed only the Competencies and Goals, as the Action Plans would develop and change over time.

In response to a comment by Trustee Culotta, discussion followed on the need to identify, not Action Plans, but the Current Status of each Goal.

Director Scheetz noted that a report on the Annual Goal Plan, including Action Plans and Current Status, would be included in the monthly Director's Report and reviewed as needed by the Board of Library Trustees and/or appropriate committees.

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 Culotta to recommend that the Board of Library Trustees approve the Annual Goal Plan for the Library Director for 2018–2019, as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Regular Agenda.

6. Library Director: Review Process for 2018–2019

Trustee Deitchman stated that the purpose of this agenda item was to review the performance appraisal process for the Library Director.

Director Scheetz noted that the Board of Library Trustees usually reviews the Library Director's performance in June; however, given the Consolidated Election in April and possibility of 1–3 new Trustees, he suggested that scheduling the review process earlier than usual seemed prudent. Discussion followed.

For the Committee's consideration, Director Scheetz provided a summary of the elements of the performance appraisal process for the Library Director:—

- The Annual Goal Plan for 2018–2019, as recommended above (Agenda Item # 5), will be presented to the Board of Library Trustees for approval in February 2019.
- A current, regular progress report on “Library Director: Goals for July 2018–June 2019” will be included in the Director's Report (in the Board packet) each month.
- The newly revised 360-degree process for the Library Director—the Leadership Practices Inventory® (LPI®); Goal D–2 in the Library Director's Annual Goal Plan for 2018–2019—will be completed by Tuesday, 7 May 2019. Discussion followed.

The consensus of the Committee was that it wished to review (in closed session) the results of the 360-degree process in advance of the Board meeting.

Director Scheetz noted that he would revise the Action Plan for Goal D–2 to accommodate this deadline; that is, Tuesday, 7 May 2019.

- The Board adopted a new appraisal instrument in 2018, a copy of which was included in Committee packet. Discussion followed.

The consensus of the Committee was to set aside the 2018 instrument in favor of the newly revised 360-degree process (LPI®).

- The Board will review the Library Director’s performance (in closed session) as part of the Board meeting on Tuesday, 21 May 2019. Discussion followed.

The consensus of the Committee supported conducting the Library Director’s performance appraisal in May.

7. **Transition Meeting: Order of Events**

Trustee Deitchman stated that the purpose of this agenda item was to establish the order of events for the biennial transition meeting of the Board of Library Trustees in order to allow the current Board to complete the Library Director’s performance appraisal while the current Trustees are still in office, at the Regular Meeting on Tuesday, 21 May 2019.

Director Scheetz suggested that the Board of Library Trustees establish formal guidelines for the biennial transition meeting, as described below, for the purpose of allowing the outgoing Board of Library Trustees to complete the Library Director’s performance appraisal while the current Trustees (with whom the Library Director has worked) are still in office.

Proposed Order of Events

- A. Standard Agenda (conducted by current Board)
- B. Closed Meeting for Library Director’s Performance Appraisal (conducted by current Board with newly elected Trustees as observers)
- C. Transition Agenda (final agenda items prior to “Next Meetings or Events” and “Adjournment”)
 1. Qualify Newly Elected Trustees (Official Oath)
 2. Organize Board of Library Trustees (by new Board)
 - (a) Report of the Special Committee on Nominations
 - (b) Election of Officers (for two-year terms)
 3. Recognition of Trustees (whose terms have expired)

Discussion followed.

Motion by Trustee MacKenzie to recommend that the Board of Library Trustees establish the order of events for the biennial transition meeting of the Board of Library Trustees, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

8. **Future Agenda Items**

- Policy on Leave of Absence without Pay
- Policy on a Safe and Healthful Workplace
- 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**

In the wake of the close vote in November (for Referendum 2018), Trustee MacKenzie made a series of observations related to how one might measure the success of the Library:—

- Develop score cards
- Evaluate performance metrics
- Focus marketing initiatives on the manner in which the Library is moving forward

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *Lincoln's Birthday, Tuesday, 12 February 2019, Library Open [I]*
- b. *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]*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 19 February 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- d. *"Zeitgeist," PechaKucha Night Batavia, Volume 14, Thursday, 21 February 2019, 5:30 p.m., Island View Banquets*
- e. *Casimir Pulaski's Birthday (Observed) (1st Monday in March), Monday, 4 March 2019, Library Open [I]*
- f. ***Standing Committee on Services, Tuesday, 5 March 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 10 March 2019*
- h. *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*
- i. *Trivia Bee for Literacy, Saturday, 16 March 2018, 9:00 a.m.–12:00 noon, FONA International Inc.*
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 19 March 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- k. *Consolidated Election, Tuesday, 2 April 2019*
- l. ***Standing Committee on Services, Tuesday, 2 April 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- n. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*

- o. 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*
- p. 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.]*
- q. Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- r. Good Friday, Friday, 19 April 2019, Library Open [I]*
- s. Easter, Sunday, 21 April 2019, Library Closed*

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 7:23 p.m.

Respectfully submitted,

George H. Scheetz
Director