



www.BataviaPublicLibrary.org

MINUTES

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

Special Meeting

Thursday • 5 September 2019

1. **Select a Chair pro Tempore**

In the absence of Trustee MacKenzie, Trustee Larson was in the chair.

2. **Call to Order**

Trustee Larson called the meeting to order at 8:19 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

3. **Call the Roll**

Committee Members Present: Elizabeth P. Larson and Daniel R. Russo

Committee Members Absent: Michael E. MacKenzie

Other Trustees Present: Jo Ann Smith

Staff Members Present: Director George H. Scheetz, Patricia A. Leonard, and Deputy Director Joanne C. Zillman

Visitors Present: None

4. **Approve the Agenda**

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

Motion by Trustee Russo to approve the agenda, as amended. Seconded by Trustee Larson. All: Aye. The motion carried.

5. **Approve the Minutes:** Special Meeting, Thursday, 4 June 2019

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

Trustee Russo requested that one sentence of a conjectural nature be stricken from the record.

Director Scheetz identified other typographical errors, one of which was particularly important; namely, Agenda Item # 9, "Adjournment," was lacking.

Motion by Trustee Russo to approve the minutes of the special meeting, as amended. Seconded by Trustee Larson. All: Aye. The motion carried.

6. **Recognition as a Library Leader**

Trustee Larson stated that the purpose of this agenda item was to review the future of “Recognition as a Library Leader.”

Director Scheetz reported that the nomination form and guidelines for this award, as well as a summary report on its history, were included in the Committee packet. In summary:—

Recognition as a Library Leader: In 2003, the Library created an award to honor individuals who have made outstanding contributions to the Batavia Public Library District as “Library Leaders.” The quiet reading room in the apse was named the Library Leaders Reading Room and a display case was installed at the entrance to the room to house the Book of Library Leaders.

Selection Process and Award: According to Board policy, “The recipient will be selected by the Library Leader Committee appointed by the Board of Trustees.” Further, “The recipient will be honored by resolution of the Board of Trustees.”

Committee: By consensus of the Board of Library Trustees at its regular meeting on Tuesday, 20 March 2012, the responsibility for the “Recognition as a Library Leader” project was assigned to the Standing Committee on Outreach.

Past Recipients: To date, five individuals and one couple were recognized as a Library Leader:—

- 2003: Lorraine M. Ramus
- 2006: William J. Wood
- 2011: Donna L. Todd
- 2012: Marilyn G. Robinson
- 2013: Barbara A. Palmer and Roger G. Palmer
- 2015: Susan S. Russo
- 2019: Daniel R. Russo

In March 2018, the Committee shared the following issues with the Board of Library Trustees:—

The Future of “Recognition as a Library Leader”

A. **Nominations:** There are only two ways to find nominations for the “Recognition as a Library Leader”:—

1. Solicit nominations using marketing techniques, and
2. Identify possible candidates and solicit nominators.

B. **The Future:** Please comment on the future of “Recognition as a Library Leader.”

Questions to ponder:—

1. What is the future of this project?
2. Is there future value in “Recognition as a Library Leader”?
3. Is the award relevant to the Library? — to the community?
4. Is the award worth keeping? If so, then why? — and should the criteria change?
5. Is it time to retire the award? If so, then why?

A new “Library Leader” page on the Library’s Web site is under construction.

Trustee Russo presented further historical information on the origins of “Recognition as a Library Leader,” which he considers a good award.

Trustee Russo encouraged the Committee (and Library) to focus on raising the award’s profile in the community. He noted that one such effort is now under way; namely, a new Web presence for “Recognition as a Library Leader.” Discussion followed.

The consensus of the Committee favored continuing “Recognition as a Library Leader.”

In response to a question from Trustee Larson, discussion followed on how to improve the criteria for the award.

The consensus of the Committee supported the following next steps:—

- Criteria and Nomination Form: Compile a record of prior nominations and gather samples of nomination forms and criteria for similar awards.

Director Scheetz accepted this assignment and will involve Michele M. Domel, his administrative assistant in the project.

- Public Relations and Marketing

The Committee did not identify a specific plan of action for this step.

7. **Future Agenda Items**

At the request of Trustee Larson, Director Scheetz presented a brief overview of each topic currently identified as a “Future Agenda Item.”

- Dementia Friendly America Network

Annual Goal Plan for Library Director (2018–2019): Goal E–1 →

- Speak Up! Recommendation 1–4 (Explore ways to maintain and expand collaborative programs with community organizations)
- Speak Up! Recommendation 2–2 (Identify underserved populations and explore new opportunities for programs)

- “Meet the Trustees” Event

- Annual Report to the Community

- Batavia Counts: Complete Count Committee for 2020 Census

Annual Goal Plan for Library Director (2018–2019): Goal E–1 →

- Speak Up! Recommendation 1–4 (Explore ways to maintain and expand collaborative programs with community organizations)
- Speak Up! Recommendation 2–2 (Identify underserved populations and explore new opportunities for programs)

- Explore More Illinois

Annual Goal Plan for Library Director (2018–2019): Goal E–1 → Speak Up! Recommendation 2–3 (Respond to changing service and technology needs)

- Analytics; Community Engagement and Satisfaction

- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Sign for Elizabeth L. Hall Conference Room
- Plaque for Historical Site (Batavia Historical Society)

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- c. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 22–28 September 2019*
- d. *153rd Anniversary of Library Service in Batavia (October 1866–2019), October 2019*
- e. {NEW} *Teen Read Week™ (October; since 1998) / Teen Tech Week (March) — In 2019, Teen Read Week and Teen Tech Week are dissolving to form a yet-to-be-name month-long celebration (in October 2020) of teen programming and teen services in libraries across the country.*
- f. ***Standing Committee on Outreach, Thursday, 3 October 2019, 7:00 PM (or immediately following the Standing Committee on Facilities), Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- j. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- k. *International Games Week (formerly International Games Day), Sunday–Saturday, 3–9 November 2019 — launched in 2008 to focus on the social and recreational side of gaming*
- l. {NEW} *Fall Children’s Book Week, Monday–Sunday, 4–10 November 2019 — “A great nation is a reading nation.”—Melcher — 2019 Theme: Read Now • Read Forever*
- m. ***Standing Committee on Outreach, Thursday, 7 November 2019, 7:00 PM (or immediately following the Standing Committee on Facilities), Elizabeth L. Hall Conference Room, Batavia Public Library***
- n. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- o. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- p. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*

- q. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- r. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- s. ***Standing Committee on Outreach, Thursday, 5 December 2019, 7:00 PM (or immediately following the Standing Committee on Facilities), Elizabeth L. Hall Conference Room, Batavia Public Library***
- t. *Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- u. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- v. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- w. *New Year's Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- x. *New Year's Day, Wednesday, 1 January 2020, Library Closed [F]*

10. **Adjournment**

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

Trustee Larson declared the meeting adjourned at 8:55 p.m.

Respectfully submitted,

George H. Scheetz
Director