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## MINUTES

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

#### *Special Meeting*

Thursday • 7 November 2019

1. **Call to Order**

Trustee MacKenzie called the meeting to order at 7:42 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Elizabeth P. Larson, Michael E. MacKenzie, and Daniel R. Russo

**Committee Members Absent:** None

**Other Trustees Present:** Jo Ann Smith

**Staff Members Present:** Director George H. Scheetz, Stacey L. Peterson, and Deputy Director Joanne C. Zillman

**Visitors Present:** None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Thursday, 3 October 2019

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

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

5. **Schedule**

Director Scheetz posed the following question:—

*As a convenience for Trustee Larson—who did not make this request—who meets at 5:30 p.m. with the Board of Directors of the Batavia Public Library Foundation and later with the*

*Standing Committee on Outreach, is there any objection to swapping the Thursday committee times so that the Outreach Committee meets at 6:30 p.m., followed by the Standing Committee on Facilities?*

He noted that the same question was posed to the Standing Committee on Facilities, which deferred the question to its next meeting, because of the absence of the committee chair. Discussion followed.

The consensus of the Committee was to defer this question to the next meeting.

6. **Sign for Elizabeth L. Hall Conference Room**

Trustee MacKenzie stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal to replace the existing, generic sign for the Elizabeth L. Hall Conference Room with one that more appropriately recognizes its namesake.

Director Scheetz noted that specifications and cost options for a new sign / plaque were included in the Committee packet.

By way of background information, Director Scheetz reported that the Hansen-Furnas Foundation donated \$10,000 to furnish and name the Elizabeth L. Hall Conference Room. Its gift included a portrait of Elizabeth L. Hall.

He noted that the Board in 2002 did not wish to display the portrait in the room, for which he believed that safeguarding the portrait was at least one consideration.

He stated that, at one time, the Hansen-Furnas Foundation met in this room some 2–3 times a year, usually on a Saturday morning. The gift is recognized on the “Batavia Public Library Giving Tree” in the Lobby.

Director Scheetz observed that it was his understanding that Elizabeth L. Hall was a long-time employee at Hansen-Furnas (which was bought out by Siemens) and the Hansen-Furnas Foundation. She has a further connection to the Library. She was elected secretary of the (very first) Friends of the Batavia Public Library in 1948; she later served as vice president (1949–1950) and president (1950–1951). Her husband, James D. Hall, served on the Board of Library Trustee for 16 years (1949–1965). Discussion followed.

In response to a question from Trustee Larson, discussion followed on the precedent, if any, set by the installation of a new sign.

Director Scheetz suggested that the Conference Room was, for all practical purposes, a unique situation. He noted that the other named rooms in the Library that date to the original dedication in 2002, including the Program Room and the two Computer Rooms, do not lend themselves to similar treatment and were not the subject of a special request by the donors.

He further noted that, since 2002, the Board named the Founders Room and its two separate meeting spaces, the Van Nortwick Room and the Newton Room, and the Library provided new signs for all three spaces. Since there were several individuals in each family (Van Nortwick and Newton) with a relationship to the Library’s founding and development, there is no one person to recognize with a plaque (or a portrait).

Director Scheetz suggested that the proposed sign was a form of community engagement and stated that such a sign was long overdue and the right thing to do, and would honor the original

request of the Hansen-Furnas Foundation to associate a portrait of Elizabeth L. Hall with the room without incurring the maintenance or security risk of a framed portrait.

Trustee Russo described his relationship to the Hansen-Furnas Foundation and stated that he did not favor the proposal. He provided additional details related to the Library's construction, as well as to the Hansen-Furnas Foundation and its relationship to the Library. Discussion followed.

In response to a question from Trustee MacKenzie related to museum signs, Director Scheetz noted that several works of art lack museum signs, which is an ongoing project. He remarked that, while the image of Elizabeth L. Hall on the proposed sign was derived from a painting given to the Library by the Hansen-Furnas Foundation, the sign itself was not otherwise related to the Library's collection of art.

The consensus of the Committee did not favor the proposal to update the existing sign for the Elizabeth L. Hall Conference Room.

## 7. **Library of Things**

Trustee MacKenzie stated that the purpose of this agenda item was to receive a report on the "Library of Things" offered by the Library, an update to the report presented to the Standing Committee on Facilities in September 2019.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–1:—

- Speak Up! Recommendation 2–1 (Maintain a robust collection of materials in multiple formats)
- Speak Up! Recommendation 2–3 (Respond to changing service and technology needs).

Director Scheetz reported that the current "Library of Things," which (years ago) included Polaroid cameras, now includes the following collections:—

- Book Bags
- CD Players (for the Home Delivery Service only)
- Cake Pans (August 2019)
- Bicycle Locks (September 2019)

And new items are on the way, including hotspots, a carousel slide projector, and a bocce set.

Director Scheetz introduced Stacey L. Peterson, the Library's Adult Services Manager, who developed a proposed "Statement of Purpose," a copy of which was included in the Committee packet. She presented an oral report on the burgeoning "Library of Things."

Peterson identified several possible categories of things, including but not limited to:—

- Media Players, such as CD players, DVD players, and even slide projectors
- Musical Instruments, such as ukuleles
- Electronic / Computer Equipment, such as digital projectors and hotspots
- Games, such as bocce and perhaps croquet

Peterson noted that the “Library of Things” was well underway and expressed her excitement about its development, as well as the process of repurposing existing spaces to accommodate new initiatives. Discussion followed.

8. **OpenGov Community Engagement Solution**

Trustee MacKenzie stated that the purpose of this agenda item was receive a report on the OpenGov Community Engagement Solution.

Director Scheetz noted that this agenda item relates to the Director’s Annual Goal Plan (2018–2019), Goal E–1:—

- Speak Up! Recommendation 1–2 (Highlight [for the public] the Library’s analytical data, such as usage statistics and national rankings)
- Speak Up! Recommendation 2–6 (Optimize the use of technology)

Director Scheetz reported that the OpenGov Community Engagement suite of resources (Transparency, Story Builder, and Open Town Hall) helps libraries communicate the services and value they provide to their communities. OpenGov provides a platform to share libraries’ stories with data-driven context, enabling libraries to connect with their communities on topics that matter most and directly involve residents in decision-making processes.

He noted that the Fox River Valley Public Library District was the first library in the nation to adopt this resource in early 2019 and was the topic of a recent Webinar sponsored by the Reaching Across Illinois Library System (RAILS), the link for which was provided to Trustees.

A lively discussion ensued on a variety of topics, including how the Library could use the suite of resources and the price structure.

The consensus of the Committee supported the OpenGov Community Resource Initiative and requested Director Scheetz to place it as an action item on the next meeting’s agenda.

9. **Dementia Friendly America Network**

Trustee MacKenzie stated that the purpose of this agenda item was to receive a report on the Dementia Friendly America Network.

Director Scheetz noted that this agenda item relates to the Director’s Annual Goal Plan (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)

Director Scheetz introduced Stacey L. Peterson, the Library’s Adult Services Manager, who presented an oral report on the Dementia Friendly America Network initiative in the Tri-Cities, which is led by the St. Charles mayor. Discussion followed.

The consensus of the Committee was that, at this point, the Library has a seat at the table, for which it expressed appreciation.

10. **Future Agenda Items**

- Recognition as a Library Leader (January 2020)
- “Meet the Trustees” Event
- Annual Report to the Community for 2019–2020
- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- [1] Identify Underserved Populations / [2] Explore New Opportunities for Programs  
Annual Goal Plan for Library Director (2018–2019): Goal E–1 → Speak Up!  
Recommendation 2–2 (Identify underserved populations and explore new opportunities for programs)
- Plaque for Historical Site (Batavia Historical Society)
- Telephone for Public Use

11. **Comments from the Committee**

There were no additional comments from the Committee.

12. **Next Meetings or Events**

- a. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- c. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- d. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- e. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- f. ***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***

Director Scheetz noted that, if the Board of Library Trustees cancels its December meeting, then the committee meetings usually are cancelled, as well.

- g. *Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- h. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- i. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- j. *New Year’s Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- k. *New Year’s Day, Wednesday, 1 January 2020, Library Closed [F]*

13. **Adjournment**

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

Trustee MacKenzie declared the meeting adjourned at 8:34 p.m.

Respectfully submitted,

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George H. Scheetz  
Director