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MINUTES

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

Special Meeting

Tuesday • 5 November 2019

1. **Call to Order**

Trustee Smith called the meeting to order at 6:32 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Diane L. Blodgett, Jennifer M. Culotta, and Jo Ann Smith

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 Smith asked whether there were any changes to the agenda.

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

4. **Approve the Minutes:** Tuesday, 1 October 2019

Trustee Smith 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 Blodgett. All: Aye. The motion carried.

5. **Café Lease** (Chapters Coffeehouse & Café)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a new, one-year lease for 2020 with Steven E. Kilberg doing business as Chapters Coffeehouse & Café, a copy of which was included in the Committee packet.

Director Scheetz stated that Chapters Coffeehouse & Cafe, owned and operated by Steven E. Kilberg, opened for business in September 2013 under the terms of an “Assignment of Lease / Consent to Assignment” agreement with the Library and 10 South Coffee House. The initial lease between the Library and Chapters Coffeehouse & Café was approved in November 2013. The second lease was approved in November 2016 and will expire on 31 December 2019.

Steven E. Kilberg, doing business as Chapters Coffeehouse & Café, submitted a letter on 10 September 2019, which requested a one-year lease extension. Discussion followed.

The consensus of the Committee supported the one-year lease extension.

Motion by Trustee Blodgett to recommend that the Board of Library Trustees approve a new, one-year lease for 2020 with Steven E. Kilberg doing business as Chapters Coffeehouse & Cafe, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

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

6. **Policy on Payment Card Industry (PCI) Compliance**

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a new “Policy on Payment Card Industry (PCI) Compliance,” a copy of which was included in the Committee packet.

Director Scheetz reported that the purpose of this policy is to implement (and comply with) the security requirements set forth by the Payment Card Industry Data Security Standards (PCI DSS) Program as part of the process for accepting credit-card payments at the new self-check units. Discussion followed.

The consensus of the Committee supported the policy.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve a new “Policy on ‘Payment Card Industry (PCI) Compliance,” as presented. Seconded by Trustee Blodgett. All: Aye. The motion carried.

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

Director Scheetz gave kudos to Stephanie A. DeYoung and H. Joseph McKane for their diligence and hard work in support of accepting credit-card payments at the new self-check units, of which this policy is but one small step in a long, involved process.

7. **Payroll Services** (ADP LLC)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a new provider for payroll services.

Director Scheetz reported that the Lisa M. Moore, the Library’s Human Resources Manager, solicited proposals from two vendors (not including its current provider) that specialize in payroll services and received two proposals, as delineated in the report that was included in the Committee packet.

Moore presented an overview of the selection process, as well as the advantages and disadvantages of each proposal, and recommended that the Library accept the proposal from ADP LLC, of Elk Grove Village, Illinois. Discussion followed.

The consensus of the Committee supported the proposal for payroll services from ADP LLC.

Motion by Trustee Blodgett to recommend that the Board of Library Trustees approve a proposal for payroll services in the amount of \$8,533.44 from ADP LLC, of Elk Grove Village, Illinois, effective December 2019, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

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

8. **Library Director's Goals for 2019–2020**

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve an Annual Goal Plan for the Library Director for July 2019–June 2020.

She presented a summary of work-to-date, described the Committee's homework assignment, and noted that Director Scheetz included a set of possible goals in the Committee packet. Discussion followed.

Newly Proposed Goal

Trustee Culotta expressed support for the goals presented by Director Scheetz and suggested a new goal (D–1) related to visibility, transparency, and participation. Discussion followed.

The consensus of the Committee supported the new goal, "Increase the Library Director's visibility among all employees and expand the level of transparency in communications throughout the organization."

Director Scheetz observed that the focal points of the new goal—visibility, transparency, and participation—easily translate to three distinct objectives.

Previously Proposed Goals

Discussion ensued on each of the four goals (E–1, E–2, E–3, and F1) proposed by Director Scheetz and distributed in the Committee packet.

The consensus of the Committee supported the other goals; however, it requested that Goal E–3 ("Minimum Wage") explicitly identify its two key elements; that is, revise the salary schedule and distribute the annual salary pool.

Report Schedule

The Committee requested Director Scheetz to present progress reports on a quarterly basis.

Motion

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve the Annual Goal Plan for the Library Director for July 2019–June 2020, as presented. Seconded by Trustee Blodgett. All: Aye. The motion carried.

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

In summary:—

Competencies and Goals

Competency A. Communications

[No GOALS IN 2019–2020]

Competency B. **Change Management and Innovation**

[No GOALS IN 2019–2020]

Competency C. **Leads through Influence**

[No GOALS IN 2019–2020]

Competency D. **Team Leadership and Development**

Goal D-1. **Visibility, Transparency, and Participation**

Increase the Library Director's visibility among all employees and expand the level of transparency in communications throughout the organization.

Specific = In this instance, the goal is broad, the objectives are specific

Measurable = Situational [SEE Action Steps for each Objective]

Attainable = OK

Relevant = Derived from Employee Engagement Survey and other instruments

Time-Oriented = Situational [SEE Action Steps for each Objective]

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Objective (a) VISIBILITY

Action Steps

- (1) Continue to walk areas of the Library each week and greet (or chat with) employees; consider keeping a log
- (2) Identify related techniques to improve visibility and/or target employees that the Director does not typically encounter
- (3) Make office more inviting

Objective (b) PARTICIPATION & CONSENSUS

Action Steps

- (1) Review schedule and ground rules for semimonthly Management Team meetings and adjust as needed
- (2) Explore the following questions:—
 - Are the meetings too long?
 - What is the optimum time, e.g., 1 hour, 1½ hours, or another target?
 - If the meetings are too long, then should the Management Team meet more frequently?
 - Is the current system of time-tags for each agenda item and gate-keeping by team members effective?
 - In addition to each agenda item having an owner to lead the discussion, should the meeting chair rotate?

Objective (c) TRANSPARENCY & COMMUNICATIONS

Action Steps

- (1) In collaboration with the Management Team, continue to follow up on Employee Engagement Survey
- (2) Continue to use and develop Active Listening techniques
- (3) Continue “Open Forum with Director” initiative on (at least) a quarterly basis
- (4) Continue “Colloquy” (Director) on a periodic basis
- (5) Continue All-Staff Meetings on a quarterly basis (Aug / Nov / Feb / May) — and explore whether All-Staff Meetings should take place every other month — Note: The meeting in August is Staff Development Day.
- (6) Continue “3 Things” initiative (Management Team) on (at least) a quarterly basis, tied to All-Staff Meetings
- (7) Continue (and continue to improve) the employee eNewsletter (Management Team) on a monthly basis

Competency E. **Plans and Acts Strategically**

Goal E-1. **Organizational Identity: Statement of Purpose**

As a first step in focusing on the Library’s organizational identity, in collaboration with employees and Trustees, develop a written statement of purpose by 30 June 2020 and work to make that purpose real; that is, operate with a clear purpose.

Specific = Develop a written statement of purpose

Measurable = Was it developed?

Attainable = OK

Relevant = Focus on organizational identity; SEE ALSO “Note” (below)

Time-Oriented = By 30 June 2020

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Note: The interrelated elements that form an organization’s identity are purpose, brand, and culture. An organization’s purpose is more than a mission statement, more than a statement of vision or values. At its core, any organization’s purpose is a bold affirmation of its reason for being. It conveys what the organization stands for in historical, ethical, emotional, and practical terms.

Goal E-2. **Appropriate Staffing Levels**

In collaboration with the Human Resources Manager and the Standing Committee on Policy, work to implement the new staffing plan for the Library.

Specific = Implement pertinent elements of the new staffing plan

Measurable = Were the pertinent elements implemented?

Attainable = OK; limited by budget

Relevant = Focus on appropriate staffing levels, which relates directly to service

Time-Oriented = By 30 June 2020

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Goal E-3. Minimum Wage

In collaboration with the Human Resources Manager and the Standing Committee on Policy, continue to implement the amended Illinois Minimum Wage Act.

Specific = Continue to implement the amended Minimum Wage Act by means of revisions to the Salary Schedule and appropriate distribution of the annual salary pool

Measurable = Was Year 2 of the plan implemented?

Attainable = OK

Relevant = Focus on compliance with Illinois law

Time-Oriented = By 30 June 2020

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Objective (a) REVISE SALARY SCHEDULE

Objective (b) DISTRIBUTE ANNUAL SALARY POOL

Competency F. Executes for Results

Goal F-1. Master Plan for Building Improvements

In the context of the Capital Asset Plan, implement key elements of the original Master Plan for Building Improvements by retaining an architect and a construction manager¹ then developing and carrying out plans to improve the building.

Specific = Action Plan for 2019–2020 (below)

Measurable = Were all three elements of the Action Plan for 2019–2020 substantially completed?

Attainable = OK

Relevant = Improve the building; SEE ALSO “Standards” and “Summary of Project” (below)

Time-Oriented = By 30 June 2020

Standing Committee on Facilities

Note: This goal relates to Speak Up! Recommendation 2–4, “Explore opportunities to repurpose existing spaces to meet changing needs.”

Objective (a) SELECT ARCHITECT USING QUALIFICATIONS-BASED PROCESS

Objective (b) UPDATE EXISTING AGREEMENT WITH CONSTRUCTION MANAGER

¹A construction management firm, Frederick Quinn Corporation, of Addison, Illinois, was retained (via a request-for-proposal process) to produce updated estimates of probable cost for elements of the Master Plan for Building Improvements.

Objective (c) SCHEMATIC DESIGN PHASE

Standards

- Quality is above average, but not the best.
- Design holistically, but bid and construct as dictated by available resources, priorities identified in the Capital Asset Study, and other appropriate factors.

Summary of Project [RELATED ELEMENTS NOTED BY LETTERS IN BRACKETS]

- Review options for Administration Services; move Administration Services to Lower Level (or other appropriate location) and related work [A]
- Reconfigure Technical Services and related work; create all-staff mail and copy room [A]
- Reconfigure Circulation Services areas [B]
- Move Circulation Services Manager and Adult Services Workroom and related work [B]
- Reconfigure Upper Level (Adult Services) and related work—and include new technology, furnishings [C]

Action Plan for 2019–2020

- Select architect using qualifications-based process
- Update existing agreement with construction manager
- Schematic Design Phase

Action Plan for Future Years

- Design Development Phase
- Bid Phase
- Construction Phase

9. **Future Agenda Items**

- Minimum Wage Law: Transition Plan for Year 2 (January 2020)
- Bylaws of the Board of Library Trustees
- Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
- 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

10. **Comments from the Committee**

There were no additional comments from the Committee.

11. **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 Services, Tuesday, 3 December 2019, 6:30 PM, 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]*
- l. ***Standing Committee on Services, Tuesday, 7 January 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***

12. **Adjournment**

Trustee Smith declared the meeting adjourned at 7:23 p.m.

Respectfully submitted,

George H. Scheetz
Director