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MINUTES

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

Special Meeting

Tuesday • 7 January 2020

1. **Call to Order**

Trustee Smith called the meeting to order at 6:30 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, Christine C. W. Edison, Misty E. Jump, Lisa M. Moore, Stacey L. Peterson, and Deputy Director Joanne C. Zillman

Visitors Present: Aimee L. Miller, director, Learning Resource Center, Batavia High School

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, 5 November 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. **Board Education:** “Teen Services,” presented by Librarian Christine C. W. Edison (Adult Services)

Trustee Smith introduced Christine C. W. Edison, who presented a wide-ranging report on Teen Services at the Batavia Public Library. In addition, she distributed comparative statistical and descriptive information on the resources devoted to Teen Services at a variety of area libraries, as well as the types of programs and services offered in Batavia.

6. **Policy on a Work Environment Free of Discrimination, Harassment, and Retaliation**

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a new “Policy on a Work Environment Free of Discrimination, Harassment, and Retaliation,” as amended.

Director Scheetz reported that the Workplace Transparency Act (Public Act 101–0221; eff. 8/9/2019), which amended various employment laws, including the State Officials and Employees Ethics Act [5 ILCS 430 et seq.], requires (in Article 6) in effect that the Library amend its “Policy on a Work Environment Free of Discrimination, Harassment, and Retaliation” by 10 February 2020.

A new section [5 ILCS 430/70–5] added to the State Officials and Employees Ethics Act requires public libraries to “... adopt an ordinance or resolution amending its sexual harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment mad against an elected official of the governmental unit by another elected official of a government.”

Attorney Roger A. Ritzman, the Library’s general counsel, recommended incorporating the following language into the Library’s current policy: “In the event the sexual or unlawful harassment is made by or directed at a Library Trustee, the affected Library Trustee should contact the Library Board’s Attorney to request an independent third-party investigation.” Discussion followed.

The consensus of the Committee supported the revised policy.

Motion by Trustee Blodgett to recommend that the Board of Library Trustees approve a “Policy on a Work Environment Free of Discrimination, Harassment, and Retaliation,” as amended (and presented). Seconded by Trustee Culotta. All: Aye. The motion carried.

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

7. **Lending Library of Musical Instruments** (Hix Bros. Music Inc.)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve an agreement with Hix Bros. Music Inc. in relation to a collaborative, long-term project to establish and maintain a Lending Library of Musical Instruments to benefit the community at large.

Director Scheetz noted that, while this issue is related to the “Library of Things”—typically a focus of the Standing Committee on Outreach—it more specifically focuses on a formal interagency agreement, a matter of general policy, which relates more directly to the Standing Committee on Policy.

Director Scheetz reported that this project was related to the newly burgeoning “Library of Things” and Hix Bros Music has expressed a desire to collaborate with the Library to provide a Lending Library of Musical Instruments.

Further, Director Scheetz suggested that the agreement would demonstrate to the Batavia community that the Lending Library of Musical Instruments does not compete with the local business community, but rather was established in partnership with Hix Bros Music Inc. as a mutually beneficial, collaborative project.

A lively discussion ensued on a variety of topics, including but not limited to maintenance of the musical instruments, circulation rules and regulations, budget, and the proposed name of the

collection (“The John W. & Eileen G. Hix Lending Library of Musical Instruments” in honor of the founders of the company).

In response to a question from Trustee Blodgett, discussion followed on exclusions from the collection, including instruments that use mouthpieces or reeds, for reasons of long-term maintenance and sanitation.

The consensus of the Committee supported the establishment of the Lending Library of Musical Instruments.

Motion by Trustee Blodgett to recommend that the Board of Library Trustees approve “Lending Library of Musical Instruments,” an Agreement by and between the Batavia Public Library and Hix Bros. Music Inc., as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

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

Director Scheetz noted that the inaugural collection would include the following instruments (as well as a wall-mounted display rack):—

- Ukulele, Tenor
- Bongo Drums, Traditional
- Bongo Drums, Children’s
- Keyboard, Electronic (or Digital Piano)

Director Scheetz observed that the focus was on getting a full-sized keyboard (88 keys), the piano sound, and an authentic feel and keyboard action.

8. **Minimum Wage Law: Transition Plan for Year 2: Part 1, Salary Schedule**

Trustee Smith stated that the purpose of this agenda item was to continue to implement the amended Minimum Wage Law (Public Act 101–0001; eff. 2/19/2019) by reviewing a proposal from the Library Director and Human Resources Manager to establish a Salary Schedule for Year 2 (and perhaps for Years 3–6) based on standard, well-established factors.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2019–2020), Goal E–3 (“Minimum Wage”), Objective (a): “Revise Salary Schedule.”

Trustee Smith expressed the Committee’s appreciation to Director Scheetz and Lisa M. Moore, the Library’s Human Resources Manager, for their work on this project.

The report, “Minimum Wage Law: Transition Plan for Year 2: Part 1, Salary Schedule” (3 January 2020), which provides comprehensive background information on the amended Minimum Wage Law and the Library’s transition plan and related issues, is hereby incorporated by reference into these minutes and made a part hereof.

A lively discussion ensued on elements of the report, including in particular (but not limited to) the Exhibits A–G; “Next Steps and Recommendations”; and—looking ahead to Objective (b)—the “Formula for Salary Adjustments.”

The consensus of the Committee supported the proposed Salary Schedule for Year 2 (and perhaps beyond); however, the Committee deferred (by consensus) further action until it has reviewed Objective (b): “Distribute Annual Salary Pool.”

9. **Future Agenda Items**

- Staffing Assessment (Library Systems & Services LLC) (February 2020)
- Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
- Statement of Purpose
- 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**

Director Scheetz introduced Stacey L. Peterson, the Library's Adult Service Manager, who announced the Library's affiliation with Tutor.com.

The Tutor.com Learning Suite combines online tutoring, homework help, and test preparation with powerful diagnostic tools and self-study resources to provide a well-balanced and flexible educational environment designed to meet the individual needs of all learners.

Tutor.com provides support in over 40 subjects and test preparation areas; one-to-one, on-demand homework help and tutoring services; SAT / ACT Essentials test preparation from The Princeton Review; self-study tools such as practice quizzes and flashcards; and fully vetted educational and job-search resources.

There were no additional comments from the Committee.

11. **Next Meetings or Events**

- Birthdays of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 20 January 2020, Library Open [F]*
- Board of Library Trustees (Regular Meeting), Tuesday, 21 January 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- ALA Midwinter Meeting (Philadelphia), Friday–Tuesday, 24–28 January 2020*
- Standing Committee on Policy, Tuesday, 4 February 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- Lincoln's Birthday, Wednesday, 12 February 2020, Library Open [I]*
- Washington's Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 17 February 2020, Library Open [F]*
- Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

12. **Adjournment**

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

Trustee Smith declared the meeting adjourned at 7:51 p.m.

Respectfully submitted,

George H. Scheetz

Director