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## MINUTES

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

#### *Special Meeting*

Tuesday • 6 August 2019

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:** Jennifer M. Culotta and Jo Ann Smith

**Committee Members Absent:** Diane L. Blodgett

**Other Trustees Present:** Katherine A. Garrett (arrived at 7:16 p.m.), Michael E. MacKenzie (arrived at 7:16 p.m.), and Daniel R. Russo

**Staff Members Present:** Director George H. Scheetz, Kathy A. Moecher (arrived at 6:55 p.m.), Lisa M. Moore, and Deputy Director Joanne C. Zillman

**Visitors Present:** Candace Fisher, director of organizational development, and Joy Lynn Hyer, senior compensation / survey analyst, HR Source

3. **Approve the Agenda**

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

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

4. **Approve the Minutes**

a. Special Meeting, Thursday, 2 July 2019

b. Closed Session, Thursday, 2 July 2019

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

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

5. **Employee Engagement Survey** (HR Source)

Trustee Smith stated that the purpose of this agenda item was to receive the results of the Employee Engagement Survey.

Director Scheetz noted that this agenda item relates to the Director's Annual Goal Plan (2018–2019), Goal D–1: “Develop an employee satisfaction / engagement survey and analyze the results with the Standing Committee on Services.”

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Moecher arrived at 6:55 p.m.

Candace Fisher, director of organizational development, and Joy Lynn Hyer, senior compensation / survey analyst, HR Source, presented an executive summary of the results of the Employee Engagement Survey, of which there was a remarkably high 97% participation rate by the Library's employees. Discussion followed.

In response to a question from Trustee Culotta, discussion followed on the optimal frequency of subsequent surveys.

HR Source recommends a survey cycle of two to three years.

Trustee Garrett arrived at 7:16 p.m.

Trustee MacKenzie arrived at 7:16 p.m.

Fisher and Hyer left the meeting at 7:17 p.m.

6. **Batavia Counts: Complete Count Committee for 2020 Census**

Trustee Smith stated that the purpose of this agenda item was to receive a report on Batavia Counts.

Director Scheetz noted that this agenda item relates to the Director's Annual Goal Plan (2018–2019), Goal E–1 and the following Speak Up! Recommendations:—

- 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)

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Director Scheetz reported that preliminary background information on Batavia Counts was included in the Committee packet. He introduced Joanne C. Zillman, who presented an oral report on the work of Batavia Counts. Discussion followed.

7. **Explore More Illinois**

Trustee Smith stated that the purpose of this agenda item was to receive a report on Explore More Illinois.

Director Scheetz noted that this agenda item relates to the Director's Annual Goal Plan (2018–2019), Goal E–1 and the following Speak Up! Recommendation:—

- Speak Up! Recommendation 2–3 (Respond to changing service and technology needs)
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Director Scheetz reported that preliminary background information on Explore More Illinois was included in the Committee packet. He introduced Joanne C. Zillman, who presented an oral report on Explore More Illinois. Discussion followed.

8. **Future Agenda Items**

- Library Director’s Goals for 2019–2020 (September)
- New Web Site: Speak Up! Recommendation 2–3 → “Board Education” at Regular Meeting of the Board of Library Trustees in October
- Minimum Wage Law: Transition Plan for Year 2
- 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 (2019–2020): Objective / Project 6

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- c. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- f. ***Standing Committee on Services, Tuesday, 3 September 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 22–28 September 2019*
- j. *153rd Anniversary of Library Service in Batavia (October 1866–2019), October 2019*
- k. *{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.*
- l. ***Standing Committee on Services, Tuesday, 1 October 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***

- m. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- n. *Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- o. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- p. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- q. *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*
- r. {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*
- s. ***Standing Committee on Services, Tuesday, 5 November 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- t. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- u. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- v. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- w. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- x. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*

11. **Adjournment**

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

Trustee Smith declared the meeting adjourned at 7:22 p.m.

Respectfully submitted,

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George H. Scheetz  
Director