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MINUTES

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

Special Meeting

Tuesday • 1 October 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: Diane L. Blodgett, Jennifer M. Culotta, and Jo Ann Smith

Committee Members Absent: None

Other Trustees Present: Katherine A. Garrett (arrived at 6:37 p.m.)

Staff Members Present: Director George H. Scheetz and Deputy Director Joanne C. Zillman (arrived at 6:38 p.m.)

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, 6 August 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 Blodgett. All: Aye. The motion carried.

5. **Policy on Nursing Mothers in the Workplace**

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a new “Policy on Nursing Mothers in the Workplace,” a copy of which was included in the Committee packet.

Director Scheetz stated that the purpose of this policy was to comply with the provisions of the Nursing Mothers in the Workplace Act [820 ILCS 260], as well as implement applicable provisions of Section 10 of the Nursing Mothers in the Workplace Act [820 ILCS 260], as amended (Public Act 100-1003; eff. 8/21/2018). Discussion followed.

Motion by Trustee Blodgett to recommend that the Board of Library Trustees approve a “Policy on Nursing Mothers in the Workplace,” 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. Committee Structure

Trustee Smith stated that the purpose of this agenda item was to clarify the **name** and **focus** of each standing committee as part of the process of updating the Bylaws of the Board of Library Trustees.

Director Scheetz reported that, based on current practice, the focus of each standing committee was as follows:—

Trustee Garrett arrived at 6:37 p.m.

Zillman arrived at 6:38 p.m.

STANDING COMMITTEE ON FACILITIES: The focuses of the Facilities Committee are building & grounds, technology, and related policies and services. This committee generally (but not exclusively) has an internal approach; that is, its work is directed to the physical library and its campus.

STANDING COMMITTEE ON FINANCE: The focuses of the Finance Committee are budget & finance and related policies and services.

STANDING COMMITTEE ON OUTREACH: The focuses of the Outreach Committee are marketing & public relations, community engagement, art, and related policies and services; and Recognition as a Library Leader. This committee generally (but not exclusively) has an external approach; that is, direct service to users.

In response to a comment by Trustee Garrett, discussion followed on the phrase, “direct service to users” and whether it encompassed all the Library’s stakeholders.

The consensus of the Committee was to add the following additional language to the focus statement [emphasis added]: “... direct service to users **and the community.**”

STANDING COMMITTEE ON SERVICES: The focuses of the Services Committee are human resources, related policies and services, strategic planning, and general policies.

Director Scheetz noted that the word “Services” in the committee name suggests a connection to the Library’s programs and services, even though this committee was formed by a merger of the original Standing Committee on Personnel and Standing Committee on Policy. At the time, “Services” was adopted as a useful label. Discussion followed.

The consensus of the Committee, which had the sense that the name was confusing, was to change the name of the committee to the “Standing Committee on Policy.”

In response to a question, Director Scheetz stated that he would incorporate the Committee’s direction in the Bylaws for future approval by the Board and would begin immediately to use the new name.

Trustee Smith stated that she would report the change to the Board of Library Trustees at its October meeting.

7. **Library Director’s Goals for 2019–2020**

Trustee Smith stated that the purpose of this agenda item was to develop and recommend that the Board of Library Trustees approve goals for the Library Director for 2019–2020.

At Trustee Smith’s request, Trustee Culotta presented a summary of the process as originally developed in 2018–2019, after which the Committee engaged in a review of the established goals for 2018–2019 and possible goals for 2019–2020.

In response to a question from Director Scheetz (“How do we balance goals with each committee’s future agenda items and new, unanticipated projects that are developed by individual committees or grow out of the Speak Up! Recommendations?”), discussion followed.

Trustee Culotta noted that projects (or objectives) and goals are different—projects (or objectives) are part of accomplishing goals—and succinctly stated the Committee’s immediate purpose; namely:—

- Close out the goals for 2018–2019; and
- Decide upon the goals for 2019–2020,

with a reminder that, insofar as practicable, goals should be SMART; that is:—

Specific
Measurable
Attainable
Relevant
Timely

Director Scheetz observed that his question related, as well, to the overall workload generated by the combination of projects (or objectives) in support of goals and other, new projects (outside of the goals) generated by individual committees.

Director Scheetz presented a set of possible goals for 2019–2020, as follows:—

Competencies and Goals

Competency A. Communications

Goal A-1. _____ [NEW]

SEE Goal D–1

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**

[NO GOALS IN 2019–2020]

Goal D-1. _____ [NEW]

Trustee Smith suggested that, instead of a new goal for Competency A, “Communications,” the Committee and Director Scheetz should develop a new goal for Competency D derived from the results of the Employee Engagement Survey and related research. Discussion followed.

The consensus of the Committee was to assign each Trustee and Director Scheetz to propose three possible goals or areas of focus for the next meeting.

Competency E. **Plans and Acts Strategically**

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

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

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.

In response to a question from Trustee Culotta, discussion followed on a Statement of Purpose as Goal E-1.

Director Scheetz expressed support for the Library as a purpose-driven organization.

The consensus of the Committee was that a Statement of Purpose was a good, future-oriented goal focused on the long-term improvement of the Library.

Goal E-2. **Recommendations from Speak Up! Community Engagement Initiative** [CONTINUE]

In collaboration with selected direct reports and appropriate committees of the Board of Library Trustees, continue to establish priorities and develop action plans in support of the “Recommendations to the Board of Library Trustees” (“Speak Up! Recommendations”) that resulted from the Speak Up! Community Engagement Initiative.

Trustee Culotta suggested that there was no need to continue this (or any) goal from 2018–2019. Discussion followed.

The consensus of the Committee supported Trustee Culotta’s suggestion to close out the goals for 2018–2019.

The consensus of the Committee supported this goal, as presented.

Goal E-3. Appropriate Staffing Levels and Minimum Wage [NEW]

In collaboration with the Human Resources Manager and the Standing Committee on Services, work to implement the new staffing plan for the Library [pending] and continue to implement the amended Illinois Minimum Wage Act.

The consensus of the Committee supported this goal, as presented.

Competency F. Executes for Results

Goal F-1. Master Plan for Building Improvements [NEW]

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 manager, then developing and carrying out plans to improve the building.

Director Scheetz noted that this goal related to Speak Up! Recommendation 2–4, “Explore opportunities to repurpose existing spaces to meet changing needs.” Discussion followed.

In response to a comment by Trustee Smith, discussion followed on the Action Plan and what was attainable in the current fiscal year.

The consensus of the Committee supported this goal, with the proviso that Director Scheetz should focus on the first three elements of the Action Plan during 2019–2020.

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

- *Select architect using qualifications-based process*

- *Update existing agreement with construction manager*
- *Schematic Design Phase*
- *Design Development Phase*
- *Bid Phase*
- *Construction Phase*

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. _____ [NEW]

Competency E. Plans and Acts Strategically

Goal E-1. Organizational Identity: Statement of Purpose [NEW]

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

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 and Minimum Wage [NEW]

In collaboration with the Human Resources Manager and the Standing Committee on Services, work to implement the new staffing plan for the Library [pending] and continue to implement the amended Illinois Minimum Wage Act.

Competency F. Executes for Results

Goal F-1. Master Plan for Building Improvements [NEW]

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.

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]*
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- *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*

The Committee deferred further discussion to its next meeting.

8. **Future Agenda Items**

- Minimum Wage Law: Transition Plan for Year 2 (January 2020)
- 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

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.

Following the discussion on Agenda Item # 6, “Committee Structure,” the consensus of the Committee was to add “Bylaws of the Board of Library Trustees” to “Future Agenda Items.”

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- c. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- d. *“Turn the Page,” Batavia Public Library and Batavia Park District present PechaKucha Night™ Batavia, Volume 16, Thursday, 24 October 2019*
- e. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- f. *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*
- g. *{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*
- h. ***Standing Committee on Services, Tuesday, 5 November 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- i. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- j. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- k. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- l. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- m. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- n. ***Standing Committee on Services, Tuesday, 3 December 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- o. *Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- p. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- q. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- r. *New Year’s Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- s. *New Year’s Day, Wednesday, 1 January 2020, Library Closed [F]*

11. **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 7:30 p.m.

Respectfully submitted,

George H. Scheetz
Director