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## MINUTES

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

#### *Special Meeting*

Thursday • 6 February 2020

1. **Call to Order**

Trustee MacKenzie 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:** Elizabeth P. Larson, Michael E. MacKenzie, and Daniel R. Russo

**Committee Members Absent:** None

**Other Trustees Present:** Jo Ann Smith (arrived at 6:51 p.m.) and Katherine A. Garrett (arrived at 6:51 p.m.)

**Staff Members Present:** Director George H. Scheetz and Kathy A. Moecher (arrived at 6:59 p.m.)

**Visitors Present:** None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Thursday, 9 January 2020

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

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

5. **Recognition as a Library Leader**

Trustee MacKenzie stated that the purpose of this agenda item was to review the criteria and nomination form for the "Recognition as a Library Leader" award.

A revised version of the criteria and nomination form was included in the Committee packet for review, as well as the original version for purposes of comparison. The revised version was produced by Trustee Russo and formatted for the packet (with emendations as well as notes and queries for purposes of clarification) by Director Scheetz.

A lively discussion ensued, moderated by Trustee Russo, which resulted in further clarifications and changes to the criteria and nomination form. In summary:—

#### CRITERIA / GUIDELINES

##### Nominations

- Delete the clause, “by any member of the Batavia Public Library community.”
- Add a statement to the effect that the Standing Committee on Outreach has the responsibility to encourage nominations for the award.

##### Rationale

- “The award is presented to honor persons...”—as opposed to groups or corporate entities.
- For purposes of clarification, eligible “persons may include but are not limited to members of the community at large.” Identify the members of other groups (Friends of the Batavia Public Library, etc.) as examples, which perhaps should appear as a separate list.
- Change “library directors and teachers of Batavia Public School District 101” to “library directors and teachers of Batavia schools,” in order to encompass all schools in Batavia, public, private, and parochial.
- In response to the question, “Are currently services employees of the Batavia Public Library eligible for recognition?” the consensus of the Committee was affirmative; that is, yes, they are eligible.
- In response to the question, “Should a minimum length of employment apply to currently serving employees?” the consensus of the Committee was that eligibility is contribution-dependent, not time-dependent.
- Delete the sentence, “For employees of the Batavia Public Library, contributions must include service outside their employment responsibilities,” because employees who are not exempt from the Fair Labor Standards Act (FLSA) are prohibited from doing volunteer work for the Library, which may limit their eligibility.

Eligibility: No changes.

##### Selection Criteria

- Change the second sentence to read, “The nomination form must be accompanied by a letter of nomination and letters of support from two (2) other persons explaining the eligibility of the nominee.”

## Selection Process

- For purposes of clarification, the consensus of the Committee was that the award was intended to recognize only one (1) recipient—whether an individual or a linked couple—at one time.

Trustee Smith arrived at 6:51 p.m.

Trustee Garrett arrived at 6:51 p.m.

## Frequency

- The consensus of the Committee was that the new biennial award cycle would coincide with odd-numbered years and thus begin in 2021.

Award: No changes.

## NOMINATION FORM

Form: No changes.

## Instructions

- For the sake of consistency, delete the sentence, “Your total nomination, including any documentation, must not exceed three single-sided pages, in addition to this form.”

The Committee requested Director Scheetz to revise the criteria and nomination form in accordance with the discussion for review at the next meeting.

Kathy A. Moecher arrived at 6:59 p.m.

## 6. **Future Agenda Items**

- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Historical Plaques and Markers for Historic Sites (Batavia Historical Society et al.)
- Telephone for Public Use
- Annual Report to the Community for 2019–2020 (August 2020)
- [1] Identify Underserved Populations / [2] Explore New Opportunities for Programs

## 7. **Comments from the Committee**

There were no additional comments from the Committee.

## 8. **Next Meetings or Events**

- 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*
- Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 2 March 2020, Library Open [I]*

- e. **Standing Committee on Outreach, Thursday, 5 March 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library**
- f. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 8 March 2020*
- g. *Freedom of Information Day, Monday, 16 March 2020 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. *Trivia Bee for Literacy, Saturday, 21 March 2020, 9:00 a.m.–12:00 p.m., FONA International Inc.*
- j. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- k. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*
- l. **Standing Committee on Outreach, Thursday, 9 April 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library**
- m. *Good Friday, Friday, 10 April 2020, Library Open [I]*
- n. *Easter, Sunday, 12 April 2020, Library Closed*
- o. *National Drop Everything and Read (D.E.A.R.) Day, Sunday, 12 April 2020 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*
- p. *National Library Week (63rd Annual Observance, 1958–2020), Sunday–Saturday, 19–25 April 2020 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2020 Theme: “Find Your Place at the Library”*
- q. *Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- r. *Preservation Week (11th Annual Observance), Sunday–Saturday, 26 April–2 May 2020 — launched by the Association for Library Collections & Technical Services (ALCTS) in 2010 to celebrate collecting and preservation on the community level and highlight local institutions as a source of preservation information*
- s. *Children’s Book Week (102nd Annual Observance), Monday–Sunday, 27 April–3 May 2020 — “A great nation is a reading nation.”—Melcher [Note: Verify dates; now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- t. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Thursday, 30 April 2020 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- u. **Standing Committee on Outreach, Thursday, 7 May 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library**

- v. *Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- w. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- x. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- y. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- z. ***Standing Committee on Outreach, Thursday, 4 June 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

9. **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 7:04 p.m.

Respectfully submitted,

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George H. Scheetz  
Director