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MINUTES

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

Special Meeting

Tuesday • 4 February 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: Elizabeth P. Larson, Michael E. MacKenzie, and Daniel R. Russo

Staff Members Present: Director George H. Scheetz, Carol D. Cahill, Stephanie A. DeYoung, Michele M. Domel, Maria L. Fee, Kerry K. Halter, Amy A. Hong, Pamela L. Kamin, Patricia A. Leonard, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, Mary K. Scott, and Mary L. Steskal

Visitors Present: Jennifer L. Giltrop, chief library officer, Library Systems & Services LLC; and Steve A. Coffman, vice president library support services, Library Systems & Services LLC

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 Blodgett. All: Aye. The motion carried.

4. **Approve the Minutes:** Tuesday, 7 January 2020

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

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

5. **Road Rally** (Batavia Park District)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a request from the Batavia Park District to use the Reading Garden for one of its recreation programs.

Director Scheetz stated that the Batavia Park District has requested the use of the Reading Garden on Saturday, 25 April 2020, from 1:00 to 4:00 p.m., as a stop on its annual Road Rally event, which was described in detail in his report.

He reported that the Library Board repealed (at his request) and no longer has a policy on the use of grounds and exterior spaces. As a result, such requests as the one under consideration must go to the Standing Committee on Policy for review on a case-by-case basis and possible recommendation to the Board of Library Trustees.

Director Scheetz stated that, while he has no wish (at this time) to develop a new policy on the use of grounds and exterior spaces, he strongly supported and recommended the approval of this particular request from one of the Library's key collaborative partners.

Director Scheetz noted that, if this request is approved, then he would work with Attorney Roger A. Ritzman to develop an agreement (or memorandum of understanding) between the Batavia Public Library and the Batavia Park District regarding the use of the Reading Garden for this purpose in order to protect the interests of both parties. Discussion followed.

The consensus of the Committee supported the request.

Motion by Trustee Blodgett to recommend that the Board of Library Trustees approve the use of the Reading Garden by the Batavia Park District for its "Batavia Road Rally—Walking Edition!" event and authorize Director Scheetz to develop and execute an agreement (or memorandum of understanding) with Batavia Park District for this purpose. Seconded by Trustee Culotta. All: Aye. The motion carried.

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

6. **Staffing Assessment** (Library Systems & Services LLC, of Rockville, Maryland)

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2019–2020), Goal E–2 (Appropriate Staffing Levels).

Trustee Smith introduced Library Systems & Services LLC (known as LS&S), represented by Jennifer L. Giltrop, its chief library officer, and Steve A. Coffman, its vice president, library support services, who presented the results of its staffing assessment of the Batavia Public Library and responded to questions.

7. **Future Agenda Items**

- Minimum Wage Law: Transition Plan for Year 2 (March–April 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

8. **Comments from the Committee**

There were no additional comments from the Committee.

9. **Next Meetings or Events**

- a. *Lincoln’s Birthday, Wednesday, 12 February 2020, Library Open [I]*
- b. *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]*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- d. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 2 March 2020, Library Open [I]*
- e. ***Standing Committee on Policy, Tuesday, 3 March 2020, 6:30 PM, 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 Policy, Tuesday, 7 April 2020, 6:30 PM, 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 Policy, Tuesday, 5 May 2020, 6:30 PM, 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 Policy, Tuesday, 2 June 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***

10. **Adjournment**

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

Trustee Smith declared the meeting adjourned at 8:25 p.m.

Respectfully submitted,

George H. Scheetz
Director