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MINUTES

Board of Library Trustees of the Batavia Public Library District

Special Meeting

Tuesday • 9 July 2019

Retreat for Trustee Orientation, Education, and Planning

Dinner for Participants

The evening began with dinner for the participants.

1. **Call to Order**

President Smith called the special meeting to order at 6:02 p.m. at the Rosalie M. Jones Administration Center (335 West Wilson Street; Batavia, Illinois).

2. **Call the Roll and Introductions**

Trustees Present: Diane L. Blodgett, Jennifer M. Culotta, Elizabeth P. Larson, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: Katherine A. Garrett

Staff Members Present: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kerry K. Halter (left at 6:45 p.m.), H. Joseph McKane, Kathy A. Moecher, Lisa M. Moore, Stacey L. Peterson, and Joanne C. Zillman

Staff Members Absent: Pamela L. Kamin and Patricia A. Leonard

Visitors Present: Deirdre Brenna, executive director, Reaching Across Illinois Library System (RAILS); Aaron T. Skog, executive director, SWAN Library Services; and Jamie L. Wilkey, partner, Lauterbach & Amen, LLP

3. **Government Accounting for Library Districts**

Jamie L. Wilkey, partner, Lauterbach & Amen, LLP, gave a brief history and overview of governmental accounting standards and practices. Batavia Public Library's Annual Financial Report for 30 June 2018 was distributed for reference. Discussion followed.

4. **Reaching Across Illinois Library System**

Deirdre “Dee” Brennan, executive director, Reaching Across Illinois Library System (RAILS), gave a brief history and overview of library systems in Illinois and services provided by RAILS, including continuing education, a new campaign to encourage and support libraries of all types to tell their stories, and resource-sharing initiatives, such as eRead Illinois, Explore More Illinois, and delivery services. Discussion followed.

5. **SWAN Library Services**

Aaron T. Skog, executive director, SWAN Library Services, gave a brief history and overview on consortiums in Illinois built around shared integrated library systems, of which SWAN is one. He described reciprocal borrowing and interlibrary loan, presented a sampling of library statistical trends as derived from BlueCloud Analytics, and introduced several initiatives, including the new BlueCloud Mobile app, which is nearly ready to launch, Article Search, Usability Studies, and Analytical Tools. Discussion followed.

6. **A View of the Library**

a. **Facilities Services**

Kathy A. Moecher, Facilities Services Manager / Meeting Room Coordinator, presented a brief overview of Facilities Services.

b. **Technical Services**

Kerry K. Halter, Technical Services Manager, in absentia, presented (via video) a brief overview of Technical Services.

c. **Promotional Services**

Patricia A. Leonard, Promotional Services Manager, in absentia, prepared (via written report) a brief overview of Promotional Services.

In response to a suggestion by Trustee Smith, the consensus of the Board supported requesting Leonard and Hans P. Kaiser, the Library’s Graphic Designer / Webmaster, to make a presentation at a future Board meeting.

d. **Adult Services (including Outreach Services)**

Stacey L. Peterson, Adult Services Manager, presented a brief overview of Adult Services, which includes Outreach Services, and its programs and services.

e. **Administration Services: Budget & Finance**

H. Joseph McKane, Library Accountant / Finance Specialist, presented a brief overview of his role and responsibilities. Discussion followed.

f. **Administration Services; Human Resources**

Lisa M. Moore, Human Resources Manager / Executive Assistant, presented a brief overview of her role and responsibilities.

g. **Circulation Services**

Stephanie A. DeYoung, Circulation Services Manager, presented a brief overview of Circulation Services and the new RFID system. Discussion followed.

h. **Youth Services**

Joanne C. Zillman, Youth Services Manager / Deputy Director, presented a brief overview of Youth Services and its programs and services.

7. **Open Forum for Trustees**

The consensus of the Board was to postpone the Open Forum.

Trustee Russo noted that the patrons are in good hands.

8. **Adjournment**

Trustee Smith declared the meeting adjourned at 8:55 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary