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MINUTES

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

Special Meeting

Tuesday • 7 May 2019

1. **Call to Order**

Trustee Deitchman called the meeting to order at 6:40 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Jennifer M. Culotta, Andrew R. Deitchman, and Michael E. MacKenzie

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Lisa M. Moore, and Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes:** Special Meeting, Tuesday, 2 April 2019

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

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

5. **An Ordinance Adopting a “Policy on Service to Non-Residents”** (ORDINANCE 2019–XXX)

Trustee Deitchman stated that the purpose of this agenda item was to request the Board of Library Trustees to approve a revised “Policy on Service to Non-Residents,” which supplements an existing “Policy on Borrowing Privileges.”

The Board is required to decide, each year, whether it will serve non-residents. It is useful to define the Library's service to non-residents in a formal policy statement that includes a detailed explanation of the fees and provides more detail in implementing Section 30–55.60 of the Public Library District Act of 1991 [75 ILCS 16/30–55.60]. Discussion followed.

Director Scheetz reported that the proposed policy incorporates the following change from the policy currently in force:—

- The tax rates and total income from local property tax sources were updated with the most the current information for 2019–2020, in Sections (8)(c) and (8)(e)

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve “An Ordinance Adopting a ‘Policy on Service to Non-Residents’” (Ordinance 2019–xxx), as presented. Seconded by Trustee MacKenzie. All: Aye. The motion carried.

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

6. **Appropriate Staffing Levels**

Trustee Deitchman stated that the purpose of this agenda item was to request the Board of Library Trustees to approve a proposal for determining staffing needs.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal E–3 and Speak Up! Recommendation 1–3: “In collaboration with the Human Resources Manager and the Standing Committee on Services, study appropriate staffing levels and develop a staffing plan for the Library.”

The particular element of the Action Plan for Goal E–3 stated, “Evaluate proposals and recommend a service-provider to the Standing Committee on Services for review (and recommendation to the Board of Library Trustees) on Tuesday, 7 May 2019.”

Director Scheetz reported that the Library received two proposals, as follows:—

Library Systems & Services LLC, of Rockville, Maryland
\$24,469 complete; no additional costs, recurring charges, or reimbursable expenses

Sikich LLP, of Naperville, Illinois
\$275.00 per hours; not-to-exceed \$30,000 + reimbursable expenses (ground travel)

He noted that a summary report from Lisa M. Moore, the Library's Human Resources Manager, was included in the Committee packet. Discussion followed.

Moore recommended the proposal from Library Systems & Services LLC based on its understanding of the project, the resources identified in the proposal, and its in-depth analysis. Discussion followed.

In response to a question from Trustee MacKenzie, discussion followed on references.

The consensus of the Committee was that to defer final action on this agenda item to the next meeting in order to allow the Human Resources Manager to complete the process of calling references and other elements of due diligence.

7. **A closed session** for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” as authorized by 5 ILCS 120/2(c)(1)

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2018–2019), Goal D–2: “As a means to identify areas on which to work and establish a base line, use the Leadership Practices Inventory® (LPI®) as a true 360-degree feedback / appraisal process for the Library Director.”

The particular element of the Action Plan for Goal D–2 stated, “Review the results of the LPI® (in closed session) with the Standing Committee on Services....”

Motion by Trustee Culotta to enter closed session for the purpose stated. Seconded by Trustee Mackenzie. Roll Call: Culotta, aye; Deitchman, aye; MacKenzie, aye. The motion carried, 3–0.

The Committee entered closed session at 7:09 p.m.

The Board returned to open session at 7:23 p.m.

8. **Future Agenda Items**

- Employee Satisfaction / Engagement: Annual Goal Plan for Library Director (2018–2019): Goal D–1
- 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
- [1] Identify Underserved Populations / [2] Explore New Opportunities for Programs: Speak Up! Recommendation 2–2
- New Web Site: Speak Up! Recommendation 2–3

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *“Ever the Twain Shall Meet,” Batavia Public Library Presents... PechaKucha Night Batavia, Volume 15, Thursday, 16 May 2019, 5:30 p.m., Island View Banquets*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 21 May 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *Sunday before Memorial Day, Sunday, 26 May 2019, Library Closed*
- d. *Memorial Day (last Monday in May), Monday, 27 May 2019, Library Closed [F]*
- e. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 2 June 2019*
- f. ***Standing Committee on Services, Tuesday, 4 June 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 18 June 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- h. *ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*

- i. *Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- j. ~~*Standing Committee on Services, Tuesday, 2 July 2019*~~ — No Meeting
Director Scheetz reported that he is at the ALA Annual Conference, June 20–25, and on vacation leave, June 26–28, and will not have an opportunity to prepare Committee packets.
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- l. ***Standing Committee on Services, Tuesday, 6 August 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- n. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- o. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- p. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- q. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- r. ***Standing Committee on Services, Tuesday, 6 August 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- s. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- t. *Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

11. **Adjournment**

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

Trustee Deitchman declared the meeting adjourned at 7:29 p.m.

Respectfully submitted,

George H. Scheetz
Director