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## MINUTES

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

#### *Special Meeting*

Thursday • 6 June 2019

1. **Call to Order**

Trustee Deitchman called the meeting to order at 6:34 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Jennifer M. Culotta and Jo Ann Smith

**Committee Members Absent:** Diane L. Blodgett

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz, Lisa M. Moore, and Joanne C. Zillman (arrived at 6:37 p.m.)

**Visitors Present:** None

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 Smith. All: Aye. The motion carried.

4. **Approve the Minutes**

a. Special Meeting, Tuesday, 7 May 2019

b. Closed Session, Tuesday, 7 May 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 Smith. All: Aye. The motion carried.

5. **A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET / OCLC Services Member Renewal Agreement, Fiscal Year 2020”** (Illinois State Library) (RESOLUTION 2019–xxx)

Trustee Smith stated that the purpose of this agenda item was to request the Board of Library Trustees to approve the “ILLINET / OCLC Services Program Member Agreement, Fiscal Year 2020.”

Director Scheetz reported that the “ILLINET / OCLC Services Program” of the Illinois State Library provides Group Services pricing for the Batavia Public Library District, which includes unlimited use of many OCLC products and waived telecommunications charges. (ILLINET is the Illinois Network.)

OCLC (Online Computer Library Center) is a worldwide library cooperative. Founded in 1967, OCLC is a not-for-profit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing information costs.

The proposed Member Agreement supersedes the prior contract (Governing Member Agreement) that was signed in Fiscal Year 2015. Discussion followed.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve “A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET / OCLC Services Program Member Agreement, Fiscal Year 2020” (Resolution 2019–xxx), as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

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

6. **Appropriate Staffing Levels**

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Library Systems & Services LLC, of Rockville, Maryland, for determining staffing needs.

Joanne C. Zillman arrived at 6:37 p.m.

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.”

In May, the Committee deferred final consideration of the recommended service-provider to its June meeting.

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Director Scheetz reported that the Library received two proposals, as follows (in descending order by price):—

Sikich LLP, of Naperville, Illinois ..... \$ 30,000.00

- Cost: \$275.00 per hours; not-to-exceed \$30,000
- Additional Fees: “reimbursable expenses (ground travel)”

Library Systems & Services LLC, of Rockville, Maryland ..... \$ 24,469.00

- Cost: \$24,469 complete
- Additional Fees: “no additional costs, recurring charges, or reimbursable expenses”

In summary of the May meeting, Director Scheetz noted that Lisa M. Moore, the Library’s Human Resources Manager, recommended the proposal from Library Systems & Services LLC for four reasons:—

- Its understanding of the project;
- The resources identified in the proposal;
- Its in-depth analysis; and
- The overall cost of the project.

He reported that Moore completed the process of calling references and other elements of due diligence. Discussion followed.

In response to a comment from Joanne C. Zillman, the Library’s Deputy Director / Youth Services Manager, discussion followed on the philosophy statement provided by Library Systems & Services LLC.

In response to a question from Trustee Culotta, Director Scheetz reported that the proposed sources of funds for this project was the Library Fund (Fund 10).

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve and authorize Director Scheetz to execute a proposal from Library Systems & Services LLC, of Rockville, Maryland, for determining staffing need, in the amount of \$24,469.00, as presented. Seconded by Trustee Smith. All: Aye. The motion carried.

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

7. **A closed session** for “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2)

Motion by Trustee Smith to enter closed session for the purpose stated. Seconded by Trustee Culotta. Roll Call: Culotta, aye; Smith, aye. The motion carried, 2–0, with one member absent.

The Committee entered closed session at 6:59 p.m.

The Board returned to open session at 7:55 p.m.

8. **Salary Schedule: Transition Plan for Year 1: Salary Adjustments for 2019–2020**

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees establish guidelines to implement the amended Minimum Wage Law (Public Act 101–0001; eff. 2/19/2019).

As part of the “Library Plan for Implementation of Amended Minimum Wage Law, Year 1,” the Human Resources Manager, Library Accountant / Finance Specialist, and Library Director recommended the following actions for approval by the Board of Library Trustees:—

**Revised Salary Schedule:** Approve a Revised Salary Schedule for 2019–2020, which includes the following changes:—

- (1) The minimum rate for Pay Grade 2 is \$10.00 per hour.
- (2) Based on the Committee’s discussion, the Pay Grades (but not the hourly rates) for the following individuals and/or classifications were changed as follows:—
  - Youth Services Manager / Deputy Director (individual) to Pay Grade 11 (as “Deputy Director”)
  - Promotional Services Manager (classification) to Pay Grade 9
  - Graphic Designer / Webmaster (individual) to Pay Grade 8 (as “Webmaster”)

**Salary Adjustments:** For Fiscal Year 2019–2020 only, adopt a “Transition Plan for Year 1,” in which eligible employees receive an equitable Special Adjustment (in lieu of a Merit Adjustment) to their hourly rates to ensure the following objectives are met:—

- Batavia Public Library complies with the Minimum Wage Law.
- Each current employee is paid at least 82.5% of the midpoint on the Revised Salary Schedule for 2019–2020.
- Each current employee is not subject to salary compression.

#### NOTES TO SALARY ADJUSTMENTS

- The “Transition Plan for Year 1” is designed to serve as a model for Years 2–6 of the “Library Plan.”
- Most employees are “eligible employees”; however, compensation for the Library Director is set by the Board of Library Trustees and Library Pages are subject to the “Compensation Plan for Library Page.”
- The Special Adjustment is based on a sliding scale in which the lowest-paid employees in each Pay Grade, especially those that fall below 82.5% of the midpoint on the Salary Schedule, may receive a larger adjustment than the highest-paid employees.
- The Special Adjustment is based on a series of calculations that result in a new hourly rate. The Special Adjustment is not based on a percentage calculation.

Discussion followed.

The consensus of the Committee supported the recommendations, as presented.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve the “Library Plan for Implementation of the Amended Minimum Wage Law, as presented, to include a “Revised Salary Schedule for 2019–2020” and a “Transition Plan for Year 1” for Special Adjustments to employees’ hourly rates. Seconded by Trustee Culotta. All: Aye. The motion carried.

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

9. **Future Agenda Items**

- Employee Satisfaction / Engagement: Annual Goal Plan for Library Director (2018–2019): Goal D–1

Lisa M. Moore, the Library’s Human Services Manager, was pleased to report that there was a 97% participation rate in the Employee Engagement Survey. It will take until late July / early August for HR Source to produce the final reports. Discussion followed.

- 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 (2019–2020): Objective / Project 12
- [1] Identify Underserved Populations / [2] Explore New Opportunities for Programs: Speak Up! Recommendation 2–2

In response to a question from Trustee Smith, discussion followed on the status of this objective / project.

In response to a comment by Trustee Smith, discussion followed on enhancing information-sharing among committees, especially in regard to new opportunities for programs, as a possible future goal.

Director Scheetz noted that each Trustee now receives every committee packet as one approach to such information-sharing. Discussion followed.

- New Web Site: Speak Up! Recommendation 2–3

Director Scheetz reported that the new Web site was launched on 5 June 2019.

10. **Comments from the Committee**

There were no additional comments from the Committee.

11. **Next Meetings or Events**

- Board of Library Trustees (Regular Meeting), Tuesday, 18 June 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*
- Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- ~~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.
- Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- Standing Committee on Services, Tuesday, 6 August 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library*
- Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

- h. Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- i. Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- j. Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- k. Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- l. **Standing Committee on Services, Tuesday, 3 September 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- n. Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

12. **Adjournment**

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

Trustee Smith declared the meeting adjourned at 8:06 p.m.

Respectfully submitted,

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George H. Scheetz  
Director