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## MINUTES

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

#### *Special Meeting*

Tuesday • 2 July 2019

1. **Call to Order**

Trustee Smith called the meeting to order at 6:33 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:** Daniel R. Russo

**Staff Members Present:** Director George H. Scheetz and Lisa M. Moore

**Visitors Present:** None

3. **Approve the Agenda**

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

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

4. **Approve the Minutes**

a. Special Meeting, Thursday, 6 June 2019

b. Closed Session, Thursday, 6 June 2019

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

The following change was made to the minutes of the Special Meeting: The meeting was called to order by Trustee Smith.

The following changes were made to the minutes of the Closed Session: The meeting took place on Thursday, 6 June 2019. The meeting was called to order by Trustee Smith.

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

5. **A closed session** for the following purposes:—
- a. “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” as authorized by 5 ILCS 120/2(c)(1)
  - b. “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2)

Motion by Trustee Culotta to enter closed session for the purposes stated. Seconded by Trustee Blodgett. Roll Call: Blodgett, aye; Culotta, aye; Smith, aye. The motion carried, 3–0.

The Committee entered closed session at 6:38 p.m.

The Board returned to open session at 7:48 p.m.

6. **Future Agenda Items**

- Employee Satisfaction / Engagement (August): Annual Goal Plan for Library Director (2018–2019): Goal D–1
- Annual Goal Plan for Library Director (2019–2020) (August–September)
- Appropriate Staffing Levels (September): Annual Goal Plan for Library Director (2018–2019): Goal E–3
- 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
- [1] Identify Underserved Populations / [2] Explore New Opportunities for Programs: Speak Up! Recommendation 2–2; Strategic Plan (2019–2020): Objective / Project 6
- Review Cycle for Library Policies: Strategic Plan (2019–2020): Objective / Project 12

7. **Comments from the Committee**

There were no additional comments from the Committee.

8. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *Standing Committee on Services, Tuesday, 6 August 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- d. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- e. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- f. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- g. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*

- h. Standing Committee on Services, Tuesday, 3 September 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library*
- i. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- j. Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

9. **Adjournment**

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

Trustee Smith declared the meeting adjourned at 7:49 p.m.

Respectfully submitted,

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George H. Scheetz  
Director