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MINUTES

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

Special Meeting

Thursday • 22 July 2021

1. **Call to Order**

Trustee Russo called the meeting to order at 6:32 p.m. in the Founders Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Jennifer M. Culotta, Marianne E. Fasano, and Daniel R. Russo

Committee Members Absent: None

Other Trustees Present: Christy L. Ford (monitored the meeting via electronic means), Elizabeth P. Larson, and Kathryn L. Hubbard

Staff Members Present: Director George H. Scheetz, Kerry K. Halter, Kathy A. Moecher, and Lisa M. Moore

Visitors Present: Anne K. Fabing, Colleen C. Fabing, and Jaclyn C. Fabing (monitored the meeting via electronic means)

3. **Approve the Agenda**

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

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

4. **Operation of a Café at the Batavia Public Library**

Trustee Russo stated that the purpose of this agenda item was to continue the selection process for café operator at the Batavia Public Library.

The next steps include conducting an interview of respondents to the request for proposals and deciding whether to authorize Director Scheetz to negotiate a lease.

a. **Interview**

Trustee Russo reminded the Committee of the interview format; namely, candidates were allowed 30 minutes for a formal presentation, followed by questions from the Trustees.

Director Scheetz noted that the proposal from the Flyleaf Bakery Café, including a business plan, was included in the Committee packet.

At Trustee Russo's request, Director Scheetz introduced Anne K. Fabing and Colleen C. Fabing, representing the Flyleaf Bakery Café.

After introductions, the presentation followed on schedule.

The formal interview concluded with a series of questions from the Trustees on a diversity of topics, including but not limited to the schedule for implementation, monthly rent, the hours of operation, the menu, and the reasons for the Fabings interest in the café.

Trustee Russo called a brief recess to allow participants to sample baked goods—cupcakes—provided by the Fabings.

b. **Review and Next Steps**

Following the brief recess, Trustee Russo led a lively discussion on the presentation and qualifications of the Flyleaf Bakery Café.

The consensus of the Committee (and other Trustees at the meeting) favored the Flyleaf Bakery Café as the new lessee / café operator.

Motion

Motion by Trustee Culotta to (a) accept a proposal from the Bakery Flyleaf Café, of St. Charles, Illinois, to operate the café at the Batavia Public Library; (b) grant the Flyleaf Bakery Café beneficial occupancy of the café premises, rent free, through 31 December 2021; and (c) authorize Director Scheetz (in collaboration with the Library's general counsel) to negotiate an agreement with the Flyleaf Bakery Café for approval by the Board of Library Trustees. Seconded by Trustee Fasano. All: Aye. The motion carried.

5. **Next Meetings or Events**

- a. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- b. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

6. **Adjournment**

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

Trustee Russo declared the meeting adjourned at 7:20 p.m.

Respectfully submitted,

George H. Scheetz
Director