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## MINUTES

### Board of Library Trustees of the Batavia Public Library District

#### *Regular Meeting*

Tuesday • 19 March 2019

1. **Call to Order**

President Deitchman called the regular meeting to order at 7:05 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Pledge of Allegiance to the Flag**

3. **Call the Roll**

**Trustees Present:** Diane L. Blodgett, Andrew R. Deitchman, Katherine A. Garrett, Richard A. Henders, and Jo Ann Smith

**Trustees Absent:** Jennifer M. Culotta and Michael E. MacKenzie

**Staff Members Present:** Director George H. Scheetz, Stephanie A. DeYoung, Kerry K. Halter, Kathy A. Moecher, Stacey L. Peterson, and Joanne C. Zillman

**Visitors Present:** Barbara L. Mabbs, volunteer, Batavia Access Television (BATV), Inc.

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Deitchman read the consent agenda.

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

Motion by Trustee Henders to approve the consent agenda, as presented, to include the following items:—

a. **Minutes:**—

(1) Regular Meeting, Tuesday, 19 February 2019

b. **Expenditures:**—

(1) Expenditures (“Cash Disbursement Detail Report”): February 2019, including General Fund Checks (725257–725342) in the amount of \$138,882.74, Online Debit Charges in the amount of \$10,288.26, and Payroll Checks & Taxes in the amount of \$143,388.28, for a grand total of \$292,559.28 in expenditures.

c. **Other Action Items:**—

(1) Capital Asset Study: Guidelines (Standing Committee on Facilities)

Seconded by Trustee Garrett. Roll Call: Blodgett, aye; Deitchman, aye; Garrett, aye; Henders, aye; Smith, aye. The motion carried, 5–0, with two members absent.

6. **Approve the Agenda**

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

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

7. **Board Education** (Per Capita Grant):—

a. **“Trustees”**

Director Scheetz reported that one of the requirements for the 2019–2020 Per Capita Grant is that Trustees will review chapters 11–14 and Appendices of *Trustee Facts File, Fourth Edition* (2012).

Discussion ensued.

b. **“Education”**

Director Scheetz reported that one of the requirements for the 2019–2020 Per Capita Grant is that Library employees and Trustees will complete at least one free online education opportunity focusing on organizational management.

The Trustees were scheduled to view the following online educational opportunity at the Board meeting:—

- An Excerpt from “Successful Libraries for Uncertain Times,”<sup>1</sup> a WebJunction Webinar presented by George Needham, director, Delaware County [Ohio] Public Library (12 October 2016)

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<sup>1</sup>Alternate Title: “How Successful Libraries Thrive in Uncertain Times”

The full presentation<sup>2</sup> (≈57 minutes) is available at:—

<https://learn.webjunction.org/mod/page/view.php?id=1439>

However, the Trustees decided to pursue this educational opportunity on an individual basis and discuss the presentation (or an excerpt therefrom) at the April meeting.

Director Scheetz reported that selected employees, including the members of the Management Team, viewed this presentation.

c. **“Outreach”**

Director Scheetz reported that one of the requirements for the 2019–2020 Per Capita Grant is that Library employees and Trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA)<sup>3</sup> and the Illinois Digital Archives (IDA).<sup>4</sup>

He noted that Trustees were requested (prior to the meeting) to follow the links and review the pages that comprise the sites. Selected employees reviewed these pages. Discussion followed.

8. **Financial Reports:** February 2019

- 2018–2019 Working Budget
- 2018–2019 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2018–2019 Investment Report

In the absence of H. Joseph McKane, the Library’s Finance Specialist, Director Scheetz asked whether there were any questions regarding the financial reports, which were included in the Board packet.

In response to a question from Trustee Smith, discussion followed on the Special Reserve Fund.

9. **President’s Report**

**Consolidated Election:** Trustee Deitchman noted the Consolidated Election was scheduled for Tuesday, 2 April 2019, and encouraged everyone to vote.

10. **Good News / Comments from the Board**

Trustee Henders reported that he thoroughly enjoyed the recent Once Book, One Batavia presentation by Robert Kurson, the author of this year’s selection, *Rocket Men: The Daring Odyssey of Apollo 8 and the Astronauts Who Made Man’s First Journey to the Moon*.

Trustee Smith concurred, describing Kurson as “most engaging,” and gave kudos to Adult Services for a delightful program, which was enjoyed by over 140 people.

11. **Correspondence and Communications**

There were no additional items of correspondence and communication.

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<sup>2</sup>In order to access this presentation, one needs to create a new account (free of charge) and sign in at [www.webjunction.org](http://www.webjunction.org).

<sup>3</sup><https://dp.la/>

<sup>4</sup><http://www.idaillinois.org/>

12. **Director's and Librarians' Reports:** February 2019

- **Statistical Reports**

The following monthly and year-to-date reports were in the Board packet: Circulation, Library Usage / Reciprocal Borrowing, and Acquisitions.

- **Other Highlights**

**The Year of Mark Twain in Batavia:** Director Scheetz reminded the Trustees the Library has initiated a year-long, collaborative, community-wide celebration in honor of the 150th anniversary of Samuel L. Clemens' visit to Batavia in 1869. The Library is working with other local agencies to plan activities and pop-up events to celebrate this milestone in Batavia's history, a complete list of which appeared in his report.

**Library Director's Goals for 2018–2019:** Director Scheetz noted that an executive summary of (and progress report on) his goals appeared in Appendix A of his report.

**Trivia Bee:** Director Scheetz reported that the Know-It-Owls finished in second place (by only one point) at the Trivia Bee for Literacy.

**Prom Dress Giveaway:** Director Scheetz announced that the recent Prom Dress Giveaway, a collaborative project of CHIP IN Batavia, Batavia School District, and Batavia Public Library, received great TV coverage.

Over 600 (of nearly 900) dresses were given away on Saturday, 16 March 2019, including some 300 dresses that went directly to girls for their personal use and some 300 that went to social service organizations, which will distribute them further. In addition to formal dresses, some dresses were semi-formal (shorter length) for eighth grade and Homecoming dances.

Joanne Spitz, 2017 Batavia Citizen of the Year, representing CHIP IN Batavia, reported (to Director Scheetz) that the Prom Dress Giveaway made the Channel 5 and Channel 7<sup>5</sup> news on Friday and Saturday morning, KissFM, and Channel 7 news at 5:00 p.m. and 10:00 p.m. on Saturday evening.

Young women and their family members came from Batavia, of course, and throughout the Fox River Valley and Chicagoland areas—and as far away as Indiana (seven girls) and Champaign County. Spitz said that Plainfield Public Library was directing people to Batavia for this event. Batavia Public Library is not just at the heart of its community, but its region.

Spitz observed (to Director Scheetz) that the Prom Dress Giveaway would not happen without the support and active participation of the Batavia Public Library.

On a related note, Patricia A. Leonard, the Library's Promotional Services Manager, reported (to Director Scheetz) that this event reached over 39,000 people on Facebook and engaged nearly 4,000 people, a new all-time record for the Library's Facebook posts.

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<sup>5</sup><https://abc7chicago.com/fashion/prom-dress-giveaway-held-in-batavia/5199566/>

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported on the Winter Library Club for children and families, Ben's Bubble Show, Read Across America, Middle School Mystery Night, and Tournament of Books.

In addition, she reported that Amanda J. Vanderwerf, a librarian in Youth Services, made a presentation at the Illinois Youth Services Institute in Normal, Illinois, on 22 March 2019. The program, on "Observation Stations: An Interactive, Self-Guided Approach to STEM," was described as follows:—

*Discover how we use this monthly passive program to encourage exploration of STEM concepts and parent-child interaction. Observation stations engage toddlers, preschoolers, and early elementary students by using simple activities such as scavenger hunts, guessing, matching, puzzles, lift the flap, and more. Leave with some easily adaptable ideas to start your own observation station.*

- **Report from Adult Services**

Stacey L. Peterson presented highlights from her written report and, in particular, reported on programs in support of One Book, One Batavia, the Tournament of Books, and Preservation Week (in April).

In addition, she reported that Christine C. W. Edison, the Library's Teen Librarian in Adult Services, and Aimee Miller, the Learning Resource Center Director at Batavia High School, made a presentation at Kane County Institute Day (in Batavia) on 1 March 2019, on "Working Together: Public and School Libraries."

13. **Committee and Official Representative Reports**

- a. **Standing Committee on Facilities:** Trustee Smith presented a brief report on the work of the Standing Committee on Facilities, the packet for which was distributed to the Board.
- b. **Standing Committee on Finance:** There was no meeting in March.
- c. **Standing Committee on Outreach:** There was no meeting in March.
- d. **Standing Committee on Services:** Trustee Deitchman presented a brief report on the work of the Standing Committee on Services, the packet for which was distributed to the Board.
- e. **Batavia Public Library Foundation:** Trustee Blodgett presented a brief report on the work of the Batavia Public Library Foundation.
- f. **Friends of the Batavia Public Library:** Trustee Smith presented a brief report on the work of the Friends of the Batavia Public Library.
- g. **Batavia Access Television (BATV):** Trustee Henders presented a brief report on the work of BATV.

14. **RFID: Phase 2** (Bibliotheca LLC)

Trustee Deitchman reported that the purpose of this agenda item was to recommend the approval of a proposal from Bibliotheca LLC for RFID equipment.

Director Scheetz noted that this project is an element of the Strategic Plan (2017–2018), Objective / Project 3 (as “RFID”), and the Capital Asset Plan. He reported that the Library’s RFID Team was composed of Stephanie A. DeYoung, the Library’s Circulation Services Manager, and Kerry K. Halter, the Library’s Technical Services Manager.

Director Scheetz reported that Bibliotheca LLC proposed an “Interlocal Agreement” (based on actual, successful proposals for the same services) for highly competitive pricing. Attorney Roger A. Ritzman has advised that Bibliotheca LLC, even without an “Interlocal Agreement,” is a sole-source provider based on the need for compatibility with the Library’s DVD collection.

#### Recommendation by Standing Committee on Facilities

Trustee Smith presented an overview of the proposed project. She noted that the Standing Committee on Facilities reviewed this proposal at its meeting on Thursday, 7 March 2019, and recommended that the Board of Library Trustees proceed with this project, contingent upon several questions related to functionality and cost.

Director Scheetz presented an overview of the detailed summary of Phase 2 pricing, which was updated by the Library Director and the RFID Team. The final cost of the Proposed Solution, as described in the summary, is dependent on whether to include the Optional Solutions, which were forwarded to the Board (by the Committee) on a contingent basis.

Trustee Smith and Director Scheetz noted that the items included in the Proposed Solution were reviewed (and recommended to the Board of Library Trustees) by the Standing Committee on Facilities. In particular, three items (originally identified as options) reviewed by the Committee and recommended to the Board on a contingent basis—Extended Side Shelf (kiosk only); integrated equipment from Comprise Technologies to allow credit card payments; and an additional RFID workstation—were added to the Proposed Solution after pricing information was received, pursuant to the Committee’s direction. Discussion followed.

#### Optional Solutions

Trustee Smith noted that two items (originally identified as options) reviewed by the Committee—add-on payment options, including contactless payment / mobile wallet and coin / bill payment—were forwarded to the Board without recommendation and appear in the detailed summary as Optional Solutions.

Pricing information for the add-on payment options was not yet available to the Committee and research was not yet complete on such options’ functionality, so they were forwarded to the Board of Library Trustees on a contingent basis for further discussion.

Director Scheetz suggested that the Library should accept all forms of payment as a full-service approach to customer service. He noted that research on both forms of payment—contactless payment / mobile wallet and coin / bill payment—was included in the Board report.

A lively discussion ensued on a variety of topics related to the add-on payment options, including comparable installations at other libraries, functionality issues, and potential demand for such options.

In response to a question from Trustee Deitchman, discussion followed on the forms of payment used for the Library’s current receipts.

Director Scheetz reported that, at the Check Out Desk, credit card payments account for 49.3% of the revenue, cash payments account for 29.1% of the revenue, and checks account for 21.6% of the revenue. Bibliotheca LLC does not offer a self-service payment option for checks.

The share for cash payments is comparable to the 30% share reported in the 2018 report on the Diary of Consumer Payment Choice, a study conducted by the Federal Reserve, as noted in the Board report.

The consensus of the Board was to approve the Proposed Solution, as presented, and defer the Optional Solutions—that is, the add-on payment options—at this time.

### Motion

Motion by Trustee Henders to approve and authorize Director Scheetz to execute a proposal from Bibliotheca LLC for RFID equipment and related peripherals (the “Proposed Solution”), in an amount not to exceed \$70,000.00, as or amended. Seconded by Trustee Garrett. Roll Call: Blodgett, aye; Deitchman, aye; Garrett, aye; Henders, aye; Smith, aye. The motion carried, 5–0, with two members absent.

### 15. Future Agenda Items

Director Scheetz noted that an updated list of future agenda items was included in the Board packet.

### 16. Next Meetings or Events

- a. *Consolidated Election, Tuesday, 2 April 2019*
- b. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- c. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*
- d. *National Library Week (62nd Annual Observance, 1958–2019), Sunday–Saturday, 7–13 April 2019 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2019 Theme: Libraries = Strong Communities*
- e. *National Drop Everything and Read (D.E.A.R.) Day, Friday, 12 April 2019 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*
- f. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Good Friday, Friday, 19 April 2019, Library Open [I]*
- h. *Easter, Sunday, 21 April 2019, Library Closed*
- i. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Tuesday, 30 April 2019 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*

- j. *Children’s Book Week (101st Annual Observance), Monday–Sunday, 29 April–5 May 2019 — “A great nation is a reading nation.”—Melcher [Note: Now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 May 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

17. **Adjournment**

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

Trustee Deitchman declared the regular meeting of the Board of Library Trustees adjourned at 8:24 p.m.

Respectfully submitted,

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Andrew R. Deitchman  
President

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Jo Ann Smith  
Secretary