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AGENDA

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

Special Meeting

Tuesday • 5 March 2019 • 6:30 p.m.

Elizabeth L. Hall Conference Room • Batavia Public Library • 10 South Batavia Avenue • Batavia

1. **Call to Order**
2. **Call the Roll**
3. **Approve the Agenda**
4. **Approve the Minutes:** Special Meeting, Tuesday, 5 February 2019
5. **Employee Satisfaction / Engagement** (DISCUSSION and/or ACTION ITEM)
6. **Recommendations from Speak Up! Community Engagement Initiative** (ACTION ITEM)
7. **Future Agenda Items** (REPORT)
 - Appropriate Staffing Levels: Annual Goal Plan (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
 - Review Cycle for Library Policies: Strategic Plan (2017–2018): Objective / Project 4
 - Bylaws of the Board of Library Trustees
 - Policy on Public Participation at Meetings, Media Relations, and Other Communications
 - Policy on Calls for Action
8. **Comments from the Committee**
9. **Next Meetings or Events**
 - a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 10 March 2019*
 - b. *Freedom of Information Day, Saturday, 16 March 2018 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
 - c. *Trivia Bee for Literacy, Saturday, 16 March 2018, 9:00 a.m.–12:00 noon, FONA International Inc.*

STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

- d. *Board of Library Trustees (Regular Meeting), Tuesday, 19 March 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- e. *Consolidated Election, Tuesday, 2 April 2019*
- f. ***Standing Committee on Services, Tuesday, 2 April 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *137th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2019), Thursday, 4 April 2019*
- h. *138th Anniversary of the Batavia Public Library (5 April 1881–2019), Friday, 5 April 2019*
- i. *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*
- j. *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.]*
- k. *Board of Library Trustees (Regular Meeting), Tuesday, 16 April 2019, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- l. *Good Friday, Friday, 19 April 2019, Library Open [I]*
- m. *Easter, Sunday, 21 April 2019, Library Closed*

10. **Adjournment**

