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AGENDA

Standing Committee on Policy¹ • Board of Library Trustees • Batavia Public Library District

Special Meeting

Tuesday • 7 January 2020 • 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:** Tuesday, 5 November 2019
5. **Board Education:** “Teen Services,” presented by Librarian Christine C. W. Edison (Adult Services)
6. **Policy on a Work Environment Free of Discrimination, Harassment, and Retaliation** (ACTION ITEM)
7. **Lending Library of Musical Instruments** (Hix Bros. Music Inc.) (ACTION ITEM)
8. **Minimum Wage Law: Transition Plan for Year 2: Part 1, Salary Schedule** (DISCUSSION and/or ACTION ITEM)
9. **Future Agenda Items** (REPORT)
 - Staffing Assessment (Library Systems & Services LLC) (February 2020)
 - Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
 - Statement of Purpose
 - Bylaws of the Board of Library Trustees
 - 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
10. **Comments from the Committee**

¹Formerly the Standing Committee on Services

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.

STANDING COMMITTEE ON POLICY: The focuses of the Policy Committee are human resources, related policies and services, strategic planning, and general policies.

11. **Next Meetings or Events**

- a. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 20 January 2020, Library Open [F]*
- b. *Board of Library Trustees (Regular Meeting), Tuesday, 21 January 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- c. *ALA Midwinter Meeting (Philadelphia), Friday–Tuesday, 24–28 January 2020*
- d. ***Standing Committee on Policy, Tuesday, 4 February 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- e. *Lincoln’s Birthday, Wednesday, 12 February 2020, Library Open [I]*
- f. *Washington’s Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 17 February 2020, Library Open [F]*
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

12. **Adjournment**

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