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## AGENDA

**Standing Committee on Policy<sup>1</sup> • Board of Library Trustees • Batavia Public Library District**

### *Special Meeting*

Tuesday • 4 February 2020 • 6:30 p.m.

Newton 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, 7 January 2020
5. **Road Rally** (Batavia Park District) (DISCUSSION and/or ACTION ITEM)
6. **Staffing Assessment** (Library Systems & Services LLC, of Rockville, Maryland) (REPORT)
7. **Future Agenda Items** (REPORT)
  - **Minimum Wage Law: Transition Plan for Year 2 (March–April 2020)**
    - Annual Goal Plan for Library Director (2019–2020): Goal E-3 (Minimum Wage) →
    - Objective (a): Revise Salary Schedule
    - Objective (b): Distribute Annual Salary Pool
  - **Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]**
  - **Statement of Purpose**
    - Annual Goal Plan for Library Director (2019–2020): Goal E-1 (Organizational Identity: Statement of Purpose)
    - As a first step in focusing on the Library's organizational identity, in collaboration with employees and Trustees, develop a written statement of purpose by 30 June 2020 and work to make that purpose real; that is, operate with a clear 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**

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<sup>1</sup>Formerly 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.

8. **Comments from the Committee**

9. **Next Meetings or Events**

- a. *Lincoln's Birthday, Wednesday, 12 February 2020, Library Open [I]*
- b. *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]*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- d. *Casimir Pulaski's Birthday (Observed) (1st Monday in March), Monday, 2 March 2020, Library Open [I]*
- e. ***Standing Committee on Policy, Tuesday, 3 March 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- f. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 8 March 2020*
- g. *Freedom of Information Day, Monday, 16 March 2020 — 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*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. *Trivia Bee for Literacy, Saturday, 21 March 2020, 9:00 a.m.–12:00 p.m., FONA International Inc.*
- j. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- k. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*
- l. ***Standing Committee on Policy, Tuesday, 7 April 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *Good Friday, Friday, 10 April 2020, Library Open [I]*
- n. *Easter, Sunday, 12 April 2020, Library Closed*
- o. *National Drop Everything and Read (D.E.A.R.) Day, Sunday, 12 April 2020 — 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.]*
- p. *National Library Week (63rd Annual Observance, 1958–2020), Sunday–Saturday, 19–25 April 2020 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2020 Theme: “Find Your Place at the Library”*
- q. *Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- r. *Preservation Week (11th Annual Observance), Sunday–Saturday, 26 April–2 May 2020 — launched by the Association for Library Collections & Technical Services (ALCTS) in 2010 to celebrate collecting and preservation on the community level and highlight local institutions as a source of preservation information*
- s. *Children's Book Week (102nd Annual Observance), Monday–Sunday, 27 April–3 May 2020 — “A great nation is a reading nation.”—Melcher [Note: Verify dates; now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- t. *Día = El día de los niños / El día de los libros (Children's Day / Book Day), Thursday, 30 April 2020 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*

10. **Adjournment**