



www.BataviaPublicLibrary.org

## AGENDA

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

### *Special Meeting*

Tuesday • 3 March 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, 4 February 2020
5. **Friends of the Batavia Public Library** (DISCUSSION ITEM)
6. **Statement of Purpose** (Trust & Track Institute) (ACTION ITEM)
7. **Annual Goal Plan for the Library Director for July 2019–June 2020: Committee Review** (DISCUSSION ITEM)
8. **Future Agenda Items** (REPORT)
  - Strategic Plan and Speak Up! Recommendations: Objectives / Projects for Year Six (July 2020–June 2021) (April 2020)
  - Minimum Wage Law: Transition Plan for Year 2 (April 2020)
    - Objective (a): Revise Salary Schedule
    - Objective (b): Distribute Annual Salary Pool
  - Personnel Complement Detail and Authorized Personnel Strength (formerly Staffing Assessment)
  - Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
  - 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

---

<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.

9. **Comments from the Committee**

10. **Next Meetings or Events**

- a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 8 March 2020*
- b. *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*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- d. *Trivia Bee for Literacy, Saturday, 21 March 2020, 9:00 a.m.–12:00 p.m., FONA International Inc.*
- e. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- f. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*
- g. **Standing Committee on Policy, Tuesday, 7 April 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library**
- h. *Good Friday, Friday, 10 April 2020, Library Open [I]*
- i. *Easter, Sunday, 12 April 2020, Library Closed*
- j. *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.]*
- k. *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”*
- l. *Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- m. *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*
- n. *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.]*
- o. *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*
- p. **Standing Committee on Policy, Tuesday, 5 May 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library**
- q. *Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- r. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- s. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- t. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- u. **Standing Committee on Policy, Tuesday, 2 June 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library**

11. **Adjournment**