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## AGENDA

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

#### *Regular Meeting*

Tuesday • 21 April 2020 • 6:00 p.m.

MEETING WILL TAKE PLACE VIA ELECTRONIC MEANS

Batavia Public Library • 10 South Batavia Avenue • Batavia

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#### NOTICE

This meeting of the Board of Library Trustees will be held without a quorum of Trustees physically present—the Board will conduct the meeting with all Trustees attending remotely via electronic means—and is authorized by the Governor pursuant to “COVID-19 Executive Order No. 5” (16 March 2020).

Due to the electronic nature of this meeting, which will take place on the Zoom platform, visitors may monitor this meeting by notifying the Library at [OpenMeetings@BataviaPublicLibrary.org](mailto:OpenMeetings@BataviaPublicLibrary.org) to receive a link to join the meeting. In order to avoid (or address) unanticipated technical issues, please notify the Library well in advance of the meeting.

Please submit comments to the Board of Library Trustees via email to [OpenMeetings@BataviaPublicLibrary.org](mailto:OpenMeetings@BataviaPublicLibrary.org) and include your name, address, and telephone number. Please be advised that, due to the electronic nature of the meeting, such comments will be read aloud individually.

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1. **Call to Order**
  2. **Pledge of Allegiance to the Flag**
  3. **Call the Roll**

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4. **Comments from the Audience**

*Comments are subject to the “Policy on Public Participation at Meetings and Other Communications,” copies of which are available upon request. Visitors are welcome to attend at any open meeting of the Board of Library Trustees.*

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5. **Approve the Consent Agenda (ACTION ITEM) {ROLL CALL VOTE}**

*Any Board member may request removal of item(s) to the regular agenda for further discussion, or the addition of item(s) from the regular agenda to the consent agenda.*

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.

- a. **Minutes**
  - (1) Regular Meeting, Tuesday, 18 February 2020
  - (2) Emergency Meeting, Sunday, 15 March 2020
  - (3) Committee of the Whole Meeting, Tuesday, 7 April 2020
- b. **Expenditures**
  - (1) Expenditures (“Cash Disbursement Detail Report”): February 2020
  - (2) Expenditures (“Cash Disbursement Detail Report”): March 2020
- c. **Other Action Items**
  - (1) RATIFY “A Resolution Regarding a Waiver of Competition Pursuant to the Local Government Professional Services Selection Act: RESOLUTION 2020–002” (Standing Committee on Facilities)
  - (2) A Resolution Delegating Authority to Board President to Make Decisions (Standing Committee on Policy) (RESOLUTION 2020–003)
  - (3) RATIFY “Drainage Repairs (Kendall Excavating & Septic LLC)” (Standing Committee on Facilities)
  - (4) RATIFY “Landscape Maintenance Services (Alan Horticulture LLC)” (Standing Committee on Facilities)
  - (5) Group Medical Insurance (Standing Committee on Finance)

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6. **Approve the Agenda** {VOICE VOTE}
  7. **Financial Reports:** February–March 2020
  8. **A Snapshot of Working from Home** (REPORT / DISCUSSION ITEM)
    - a. Promotional Services, presented by Patricia A. Leonard, its manager
    - b. Adult Services, presented by Stacey L. Peterson, its manager
  9. **President’s Report**
  10. **Good News / Comments from the Board**
  11. **Correspondence and Communications**
  12. **Director’s and Librarians’ Reports:** February–March 2020
  13. **Future Agenda Items** (REPORT)
  14. **Next Meetings or Events**
    - a. *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* — ALL LOCAL EVENTS CANCELLED
    - b. *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.]*
    - c. *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*
    - d. **Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
    - e. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
    - f. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
    - g. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*

- h. Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
  - i. ALA Annual Conference (Chicago), Thursday Tuesday, 25–30 June 2020 — CANCELLED*
  - j. Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
  - k. Independence Day, Saturday, 4 July 2020, Library Closed*
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15. **A closed session** for “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2) {ROLL CALL VOTE TO ENTER CLOSED SESSION}

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16. **Minimum Wage Law: Transition Plan for Year 2**

- a. **Part 2, Formula for Salary Adjustments** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
- b. **Part 1, Salary Schedule** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}

17. **Adjournment** {VOICE VOTE}