



www.BataviaPublicLibrary.org

## AGENDA

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

#### *Regular Meeting*

Tuesday • 19 May 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**

TIP: Invite one (1) person to recite the Pledge and mute everyone else, which will eliminate audio synchronization problems.

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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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.

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.*
  - a. **Minutes**
    - (1) Emergency Meeting, Sunday, 15 March 2020
    - (2) Regular Meeting, Tuesday, 21 April 2020
  - b. **Expenditures**
    - (1) Expenditures (“Cash Disbursement Detail Report”): April 2020
  - c. **Other Action Items**
    - (1) An Ordinance Adopting a “Policy on Service to Non-Residents” (Standing Committee on Policy)
    - (2) A Resolution Adopting a “Policy on Stipends in Relation to Temporary Closure” (Standing Committee on Policy)
    - (3) Library Plan for Implementation of Amended Minimum Wage Law, Year 2 (Standing Committee on Policy):—
      - a. Revised Salary Schedule for 2020–2021
      - b. Salary Adjustments for 2020–2021
    - (4) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)
6. **Approve the Agenda {VOICE VOTE}**
7. **A Snapshot of Working from Home (REPORT / DISCUSSION ITEM)**
  - a. Human Resources, presented by Lisa M. Moore, its manager
  - b. Administration Services, presented by Michele M. Domel, administrative assistant
8. **Financial Reports: April 2020**
  - 2019–2020 Working Budget
  - 2019–2020 Statement of Revenue and Expenditures
  - 2019–2020 Investment Report
9. **President’s Report**
10. **Good News / Comments from the Board**
11. **Correspondence and Communications**
12. **Director’s and Librarians’ Reports: April 2020**
13. **Plan to Reopen the Library, Step 1 (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}**
14. **Future Agenda Items (REPORT)**
15. **Next Meetings or Events**
  - a. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
  - b. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
  - c. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
  - d. **Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
  - e. ~~ALA Annual Conference (Chicago), Thursday–Tuesday, 25–30 June 2020~~ — CANCELLED
  - f. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
  - g. *Independence Day, Saturday, 4 July 2020, Library Closed*
  - h. **Board of Library Trustees (Regular Meeting), Tuesday, 21 July 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**

- i. **Board of Library Trustees (Regular Meeting), Tuesday, 18 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- j. ~~Staff Development Day (4th Friday in August), Friday, 28 August 2020, Library Closed (Scheduled Work Day for All Employees)~~ — CANCELLED (IN ITS CURRENT, LIVE FORMAT)
- k. *Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- l. *Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- m. *Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- n. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- o. **Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**

16. **Adjournment**

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