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AGENDA

Board of Library Trustees • Batavia Public Library District

Regular Meeting

Tuesday • 21 July 2020 • Immediately Following the Public Hearing at 6:00 p.m.

MEETING WILL TAKE PLACE VIA ELECTRONIC MEANS

Batavia Public Library • 10 South Batavia Avenue • Batavia

NOTICE

Governor Jay Robert “JB” Pritzker issued a “Gubernatorial Disaster Proclamation” in relation to novel coronavirus disease 2019 (COVID-19) on 9 March 2020, which was most recently extended for 30 days on 26 June 2020.

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 “Executive Order 2020–07 in Response to COVID-19 (COVID-19 Executive Order No. 5)” (16 March 2020) and the Government Emergency Administration Act (Public Act 100–0640; eff. 6/12/20).

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 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 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**

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) Regular Meeting, Tuesday, 21 April 2020
- (2) Regular Meeting, Tuesday, 16 June 2020

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): June 2020

c. **Other Action Items**

- (1) An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2020 and Ending 30 June 2021: ORDINANCE 2020–005 (Standing Committee on Finance)
- (2) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40): ORDINANCE 2020–006 (Standing Committee on Finance)
- (3) A Resolution Adopting a “Policy on Face-Coverings”: RESOLUTION 2020–006 (Standing Committee on Policy)
- (4) Mechanical System: Temperature Control System (Control Engineering Corporation) (Standing Committee on Facilities)
- (5) Parking Lot: Sealcoat and Stripe (Safeguard Sealcoating Inc.) (Standing Committee on Facilities)

6. **Approve the Agenda {ROLL CALL VOTE}**

7. **A Snapshot of Returning to the Library (REPORT / DISCUSSION ITEM)**

- a. Youth Services, presented by Joanne C. Zillman, its manager
- b. Adult Services, presented by Stacey L. Peterson, its manager

8. **Financial Reports: June 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: June 2020**

13. **Plan to Reopen the Library, Steps 2–3 (ACTION ITEM) (Standing Committee on Policy)**
{ROLL CALL VOTE}

14. **Future Agenda Items (REPORT)**

15. **Next Meetings or Events**

- a. **Board of Library Trustees (Regular Meeting), Tuesday, 18 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
- b. ~~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)
- c. *Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. *Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*

- f. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
- h. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***

16. **Adjournment** {ROLL CALL VOTE}

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