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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 3 June 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. Call to Order

Trustee Russo called the Committee of the Whole meeting to order at 6:02 p.m. and read the following statement.

This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor Pritzker pursuant to "COVID-19 Executive Order No. 5" (16 March 2020) and by the Government Emergency Administration Act (Public Act 101-0640; eff. 6/12/20).

Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement.

2. Call the Roll

Trustee Fasano read the following statement.

Pursuant to the aforementioned Government Emergency Administration Act, please note that a roll call vote is now required for all motions. Further, as I call the roll, please verify that you can hear one another and can hear all discussion and testimony.

Trustees Present via Electronic Means: Jennifer M. Culotta, Andrew R. Deitchman, Marianne E. Fasano, Christy L. Ford, Kathryn L. Hubbard, Elizabeth P. Larson, and Daniel R. Russo

Trustees Absent: None

Staff Members Present (or Registered) via Electronic Means: Director George H. Scheetz, Stephanie A. DeYoung, Michele M. Domel, Kerry K. Halter, H. Joseph McKane, Kathy A. Moecher, Stacey L. Peterson, and Joanne C. Zillman

3. **Comments from the Audience**

There were no comments from the audience.

4. **Approve the Agenda**

Trustee Russo asked whether there were any changes to the agenda.

Motion by Trustee Hubbard to approve the agenda, as presented. Seconded by Trustee Fasano. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

5. **Approve the Minutes**

a. Closed Session, Thursday, 4 March 2021

See Agenda Item # 5 d (below) for discussion.

b. Closed Session, Thursday, 8 April 2021

Trustee Russo stated that the minutes for the Closed Session on Thursday, 8 April 2021, were deferred to a future meeting at the request of Director Scheetz.

c. Closed Session, 20 April 2021

Trustee Russo stated that the minutes for the Closed Session on Thursday, 20 April 2021, were deferred to a future meeting at the request of Director Scheetz.

d. Committee of the Whole Meeting, Thursday, 6 May 2021

Trustee Russo asked whether there were any changes to the minutes.

Trustee Larson noted that the minutes for the Closed Session on Thursday, 4 March 2021, were received on the day of the meeting and requested that the Committee defer their approval to allow further time for review. Discussion followed.

The consensus of the Committee was to defer both sets of minutes, including the Closed Session (as noted) and the Committee of the Whole Meeting on Thursday, 6 May 2021, to a future meeting.

6. **Personnel Complement Detail and Authorized Personnel Strength** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve the Personnel Complement Detail and Authorized Personnel Strength (“Position Control Report”) for 2021–2022.

Director Scheetz reported that the Position Control Report was established by the Board of Library Trustees at the recommendation of the Library Director in the “Policy on Job Descriptions and Authorized Personnel Strength” (April 2017), q.v.

As suggested by its official name, the Personnel Complement Detail and Authorized Personnel Strength was designed to identify the personnel strength supported by the Working Budget and authorized by the

Board of Library Trustees, as well as provide a reasonable level of detail about the personnel complement for planning purposes.

Director Scheetz noted that the format of the Position Control Report was developed by the Library Director in 2017. The report was populated by the Human Resources Manager under the guidance of the Library Director; there were no changes in authorized personnel strength from the previous report. Discussion followed.

In response to a question from Trustee Larson, discussion followed on the level of flexibility allowed on the staff level. In summary:—

- The Board shall approve changes to the authorized personnel strength, such as those resulting from internal reorganization or amendments to the Working Budget, which might add new or drop existing positions.
- The Library Director may approve revisions to the personnel complement detail that do not change the authorized personnel strength, either for the Library as a whole or within a performance center or an activity.

The consensus of the Committee supported the Position Control Report.

Motion by Trustee Deitchman to approve the Personnel Complement Detail and Authorized Personnel Strength for 2021–2022, as presented. Seconded by Trustee Ford. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

7. **Policy on Face-Coverings** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a “Policy on Face-Coverings,” as amended.

Director Scheetz stated that the Board adopted a “Policy on Face-Coverings” (Resolution 2020–006) on Tuesday, 21 July 2020. He said that some employees reported that the original policy statement was encouraging, comforting, and a true game-changer in working with the community.

The original policy statement (July 2020) included a “Sunset Clause” that was tied to the original language and interpretation of Phase 5 of the Restore Illinois plan, which has changed. The need for face-coverings will not stop (as noted by the CDC) simply because the State of Illinois moves to its latest interpretation of Phase 5. As a result, the Library has a continuing need for a policy statement.

Director Scheetz observed that the politicization (for want of a better term) of the “Restore Illinois” plan and new guidance from the Centers for Disease Control and Prevention (CDC) — that, for all practical purposes, requires policy decisions on the local level to implement such guidance — make it imperative that the Library have both a robust policy to address “safety guidance and procedures” and the flexibility to pivot on relatively short notice.

He then presented an overview of the proposed, updated policy. Discussion followed.

Section D3, “Expectations / Standards of Behavior (Outdoors)”

In response to an observation by Trustee Larson, discussion followed on clarifying the 2-out-of-3 rule by adding examples.

Section E, “Sunset Clause”

In response to a question from Trustee Larson, discussion followed on whether the Sunset Clause should acknowledge the possibility that the policy statement may need to be “Reinstated Automatically.”

The consensus of the Committee was to strike Section E.

Section F, “Authority to Revise”

A lively discussion ensued vis-à-vis fully vaccinated patrons and employees—and touched on nearly every aspect of Paragraphs b–c in Section F1).

The Committee requested Director Scheetz to revise Paragraph b (regarding patrons) for further discussion at the Board meeting on Tuesday, 15 June 2021.

The Committee requested Director Scheetz to further develop Paragraph c (regarding employees) in collaboration with the Leadership Team—which Director Scheetz stated had not yet reached consensus on this question—for discussion at the Board meeting on Tuesday, 15 June 2021.

The consensus of the Committee supported Section F2, “Ability to Respond to Changing Conditions in a Timely Manner.”

Motion

Motion by Trustee Hubbard to authorize the Library Director to use the Trustees’ suggestions to further revise the “Policy on Face-Coverings,” as amended, for review at the Regular Meeting on Tuesday, 15 June 2021. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

The Committee requested Director Scheetz to include this item on the Regular Agenda.

Trustee Russo remarked that this great discussion on face-coverings highlighted that everyone—Trustees, Director, managers, and all employees—wants what is best for the Library’s employees and patrons in this difficult time.

8. **An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2021–2022** (ORDINANCE 2021–003) (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve “An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2021–2022” to specify and give notice of the dates, times, and places of its regular meetings, as required by law.

Director Scheetz noted that, according to Section 16 / 30–50 (a) of the Public Library District Act of 1991 [75 ILCS 16], “Each year, the board by ordinance shall specify the time, place, and date of the regular meetings.”

Further, according to the provisions of the Open Meetings Act, “Every public body shall give notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings” [5 ILCS 120 / 2.02 (a)]. And, “In addition to the notice required by Section 2.02, each body subject to this Act must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings” [5 ILCS 120 / 2.03]. Discussion followed.

In response to a question from Trustee Larson, discussion followed on the meeting time, which, before the time of coronavirus, was 7:00 p.m.

Several Trustees expressed support for an earlier meeting time (6:00 p.m.), consistent with the start time in the time of coronavirus, when meeting via electronic means.

The consensus of the Committee was to change the starting time of its meetings from 7:00 p.m. to 6:00 p.m., with the proviso that the Board of Library Trustees would reconsider the earlier meeting time if (in the future) it proved a hardship; that is, made it difficult for Trustees who worked outside of Batavia to attend meetings on a regular basis.

Motion by Trustee Larson to adopt “An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2021–2022” (Ordinance 2021–003), as amended to change the meeting time from 7:00 p.m. to 6:00 p.m. Seconded by Trustee Hubbard. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

9. **An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40)** (ORDINANCE 2021–004) (Standing Committee on Finance)

Trustee Culotta stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve “An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40).”

Director Scheetz summarized the Ordinance, which was included in the Committee packet. Discussion followed.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve “An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40).” Seconded by Trustee Ford. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

10. **Book Supports** (Interiors for Business Inc. / Aurora Storage Products Inc.) (Standing Committee on Facilities)

Trustee Deitchman stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve the purchase of additional book supports from Interiors for Business Inc., of Batavia, Illinois.

Director Scheetz reported that the basis for this project was twofold: a Collection Capacity Study, which was completed in January 2012, and a request for purchase by Stephanie A. DeYoung, the Library’s

Circulation Services Manager, which was bolstered by an inventory of book supports and the need to improve the Library’s ability to house its collection of books and other materials.

A Long-Term Project

During construction of the building, which opened in January 2002, a decision was made to purchase metal book supports in a style that attaches to the shelves, does not work well, and tends to scrape the paint off the shelves. To supplement these original book supports, a further decision was made to reuse book supports (both plastic and metal in a variety of sizes, styles, and colors) from the old building.

From time to time, the Library has purchased new book supports as part of a long-term project (based on the Collection Capacity Study) to replace the inferior book supports from the old building, as well as the original, inadequate book supports from 2001.

Stephanie A. DeYoung, the Library’s Circulation Services Manager, has requested the continuation of this project. The first order as part of this new initiative was approved by the Board of Library Trustees in January 2020. This request, if approved, would complete this project.

Sole Source of Stack Units and Accessories

Embury Ltd. served as the Library’s sole source of stack units and accessories from 2002 to 2020, until the retirement of the owner and discontinuation of the company. The territory is now served by Interiors for Business Inc., of Batavia, Illinois, with which the Library has worked for years.

The stack units were manufactured by MJ Industries until 2018, when the manufacturer was acquired by Aurora Storage Products Inc. of Aurora, Illinois. The product was newly branded as MJ Library Shelving from Aurora. Manufacture of the library storage products was transitioned to the new parent company’s state-of-the-art facility in Aurora, Illinois.

Proposal

Director Scheetz reported that the Library received a proposal to complete this project from Interiors for Business Inc., of Batavia, Illinois, in the amount of \$15,490.36, as follows below. (The Library was notified on 28 May 2021 that the manufacturer will impose a 12% surcharge on orders entered after 25 June 2021 based on the increased cost of steel.)

Quantity	Model	Description	Cost
1,100	MJFIND6CORK	Color: Autumn White 6” findable book support with cork	\$ 6,094.00
1,300	MJFIND9CORK	Color: Autumn White 9” findable book support with cork	9,061.00
		Shipping (FOB Aurora, Illinois)	355.36
Total			\$ 15,490.36

A lively discussion ensued.

In response to a question from Trustee Culotta, discussion followed on the source of funds.

The proposed source of funds for this project, as recommended by H. Joseph McKane, Library Accountant / Finance Specialist, is the Special Reserve Fund (Fund 40).

The consensus of the Committee supported the purchase of additional book supports.

Motion

Motion by Trustee Hubbard to recommend that the Board of Library Trustees approve a proposal to purchase additional book supports for use throughout the Library from Interiors for Business Inc., of Batavia, Illinois, in the amount of **\$15,490.36**, as presented. Seconded by Trustee Fasano. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

11. **A Resolution Approving and Authorizing the Library Director to Execute the “ILLNET/OCLC Services Program Renewal Agreement, Fiscal Year 2022”** (Illinois State Library) (RESOLUTION 2021–004) (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to request the Board of Library Trustees to approve the “ILLINET / OCLC Services Program Renewal Agreement, Fiscal Year 2022.”

Director Scheetz reported that the “ILLINET / OCLC Services Program” of the Illinois State Library provides Group Services pricing for the Batavia Public Library District, which includes unlimited use of many OCLC products and waived telecommunications charges. (ILLINET is the Illinois Network.)

OCLC (Online Computer Library Center) is a worldwide library cooperative. Founded in 1967, OCLC is a not-for-profit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing information costs.

The proposed Renewal Agreement supplements the Governing Member Agreement that was signed in Fiscal Year 2020. Discussion followed.

Motion by Trustee Culotta to recommend that the Board of Library Trustees approve “A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2022,” as presented. Seconded by Trustee Larson. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

12. **Meetings via Electronic Means: Board of Library Trustees and Subordinate Bodies** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to review the circumstances under which the Board of Library Trustees conducts its meetings via electronic means.

Director Scheetz presented an overview of the current situation; namely, as long as Governor Jay Robert “JB” Pritzker continues to extend a “Gubernatorial Disaster Proclamation” in relation to novel coronavirus disease 2019 (COVID-19) (9 March 2020, which was most recently extended for 30 days on 28 May 2021), the Trustees are authorized by the Governor to meet without a quorum of Trustees physically present 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 101–0640; eff. 6/12/20).

Once the “Gubernatorial Disaster Proclamation” has expired (and is not extended), then the provisions of the Open Meetings Act and the Library’s “Policy on Attendance at Meetings by a Means Other Than Physical Presence” take effect once again.

Director Scheetz identified several possible options for meetings when a “Gubernatorial Disaster Proclamation” is in effect, as well as several possible options when such a proclamation is not in effect. Discussion followed.

In response to a question from Trustee Larson, discussion followed on options for visitors and employees to monitor meetings remotely once the Trustees return to in-person meetings.

The consensus of the Committee supported offering such options.

In response to a question from Trustee Russo, a lively discussion ensued on returning (as early as July) to in-person meetings.

The consensus of the Committee was to continue meeting via electronic means for now and, further, that returning to in-person meetings could send the wrong message to patrons who are not yet allowed to use the Library’s meeting rooms.

The Committee requested Director Scheetz to continue to monitor the situation.

13. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2021–2022”** (Standing Committee on Finance)

Director Scheetz stated that the tentative form of the Annual Budget and Appropriation, which was included in the Committee packet, is a standard, annual agenda item. As part of its approval process, it is presented to the Board of Library Trustees each June for purposes of information and planning in advance of a public hearing in July.

14. **Operation of a Café at the Batavia Public Library** (Standing Committee on Policy)

Trustee Russo stated that the purpose of this agenda item was to provide a status report on the “Request for Proposals for the Operation of a Café at the Batavia Public Library.”

Director Scheetz reported that the Library received one (1) proposal on Monday, 24 May 2021, which is now under review. He recommended that the newly appointed Standing Committee on Policy review the proposal, as well, and meet to decide whether to conduct an interview.

In response to a question from Trustee Deitchman, discussion followed on the previous tenant, who had decided in 2019 to retire after one final year and ceased operations, effective 31 December 2020.

In response to a question from Trustee Hubbard, discussion followed on the furniture, furnishings, and equipment in the café, nearly all of which is owned by Steven E. Kilberg, the owner of Chapters Coffeehouse & Café.

Director Scheetz reported that Mr. Kilberg has expressed an interest in selling the furniture, furnishings, and equipment in the café.

15. **Comments from the Committee of the Whole**

Appointments to Standing Committees: For the benefit of the newly elected Trustees, Director Scheetz provided an overview of the Board's committee structure and how it changed in the time of coronavirus.

Trustee Russo announced the following committee assignments.

Standing Committee on Facilities

Trustee Deitchman (*Chair*)

Trustee Larson

Trustee Russo

Standing Committee on Finance

Trustee Culotta (ex officio and *Chair* as Treasurer)

Trustee Deitchman

Trustee Ford

Standing Committee on Outreach

Trustee Larson (*Chair*)

Trustee Fasano

Trustee Hubbard

Standing Committee on Policy

Trustee Russo (ex officio and *Chair* as President)

Trustee Culotta

Trustee Fasano

Trustee Russo reiterated the Official Representatives to other boards of directors.

Batavia Access Television, Inc. (BATV)

Patricia A. Leonard, the Library's Promotional Services Manager

Batavia Public Library Foundation

Trustee Hubbard

Friends of the Batavia Public Library

Trustee Ford

Standing Committees: Trustee Russo stated that two standing committees—Policy and Facilities—needed to schedule meetings.

The Policy Committee needs to (a) develop a recommendation regarding the Annual Goal Plan for the Library Director; (b) begin the process of evaluating proposals to expand the Library's current hours of service; and (c) review a proposal from a café operator and schedule an interview. The Facilities Committee needs to review proposals from architectural firms and schedule interviews.

In response to a suggestion from Director Scheetz, discussion followed on scheduling both meetings on Tuesday, 29 June 2021.

The consensus of the Committee of the Whole was to schedule both meetings on June 29, with the Policy Committee at 6:00 p.m., followed by the Facilities Committee at 7:00 p.m. (or immediately following the Policy Committee, whichever is later).

Summer Reading Club: Trustee Hubbard gave kudos to the Youth Services department for the kickoff to the Library's Summer Reading Club.

16. **Future Agenda Items**

Director Scheetz noted that, in the absence of separate committee meetings, this report was provided for purposes of information and planning.

a. **Facilities Issues** (Trustee Garrett, *Chair*)

The focuses of Facilities Issues are building & grounds, technology, and related policies and services. Such issues generally (but not exclusively) have an internal approach; that is, work is directed to the physical library and its campus.

- Request for Proposals for a New Telephone System
- Architectural Services (July 2021)
- Technology Advisory Group (June–August 2021)
- Independent Technology Audit
- Technology Plan (June–August 2021)
- Walk the Property (June–August 2021)
- Annual Schedule of Capital Projects (July–September 2021)
- Wi-Fi System
- Proper Storage for Paintings and Other Works of Art when Not on Public Display
- Streetscape Project (City of Batavia): Water Street

b. **Finance Issues** (Trustee Culotta, *Chair*)

The focuses of Finance Issues are budget & finance and related policies and services.

- Note: A schedule of future agenda items is included in the Committee packet for purposes of information and planning.
- Policy on Fines and Fees (July 2022)

c. **Outreach Issues** (Trustee MacKenzie, *Chair*)

The focuses of Outreach Issues are marketing & public relations, community engagement, art, and related policies and services, and Recognition as a Library Leader. Such issues generally (but not exclusively) have an external approach; that is, direct service to users and the community.

- Recognition as a Library Leader (June 2021)
- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Telephone for Public Use

d. **Policy Issues** (Trustee Smith, *Chair*)

The focuses of Policy Issues are human resources, related policies and services, strategic planning, and general policies.

- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Succession Plan / Policy on Succession

- Bylaws of the Board of Library Trustees
- Annual Goal Plan for the Library Director for July 2021–June 2022
- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- Organizational Identity: Statement of Vision
- Standards for Illinois Public Libraries → DEFERRED INDEFINITELY
- Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
- 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
- Self-Appraisal for Board of Library Trustees (April 2022)

17. **Next Meetings or Events**

- a. *Sunday before Memorial Day, Sunday, 30 May 2021, Library Closed*
- b. *Memorial Day (last Monday in May), Monday, 31 May 2021, Library Closed [F]*
- c. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- d. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 6 June 2021 — Note: Change to 4 hours (in 2021 only).*
- e. {NEW} *Flag Day, Monday, 14 June 2021 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”*
- f. ***Board of Library Trustees (Regular Meeting), Tuesday, 15 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *ALA Annual Conference & Exhibition (Virtual), Wednesday–Tuesday, 23–29 June 2021*
- h. *Independence Day, Sunday, 4 July 2021, Library Closed*
- i. *Independence Day (Observed), Monday, 5 July 2021, Library Closed [F]*
- j. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- l. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- m. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- n. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed*

- o. Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- p. Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- q. Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- r. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- s. Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
- t. **Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

18. **Adjournment**

Motion by Trustee Fasano to adjourn the special meeting. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Deitchman, aye; Trustee Fasano, aye; Trustee Ford, aye; Trustee Hubbard, aye; Trustee Larson, aye; Trustee Russo, aye. The motion carried, 7–0.

Trustee Russo declared the Committee of the Whole meeting adjourned at 8:05 p.m.

Respectfully submitted,

Daniel R. Russo
President

Marianne E. Fasano
Secretary