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AGENDA

Board of Library Trustees • Batavia Public Library District

Regular Meeting

Tuesday • 15 June 2021 • 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 28 May 2021.

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 101–0640; 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) Closed Session, Thursday, 4 March 2021
- (2) Committee of the Whole Meeting, Thursday, 6 May 2021
- (3) Regular Meeting, Tuesday, 18 May 2021

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): May 2021

c. **Other Action Items**

- (1) An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2021–2022 (ORDINANCE 2021–003) (Standing Committee on Policy / Committee of the Whole)
 - (2) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40) (ORDINANCE 2021–004) (Standing Committee on Finance / Committee of the Whole)
 - (3) A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2022” (Illinois State Library) (RESOLUTION 2021–004) (Standing Committee on Policy / Committee of the Whole)
 - (4) Personnel Complement Detail and Authorized Personnel Strength (Standing Committee on Policy / Committee of the Whole)
 - (5) Book Supports (Interiors for Business Inc. / Aurora Storage Products Inc.) (Standing Committee on Facilities / Committee of the Whole)
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6. **Approve the Agenda {ROLL CALL VOTE}**

7. **A Resolution Recognizing and Honoring Jo Ann Smith as a Library Leader** (Special Committee on Recognition as a Library Leader) RESOLUTION 2021–005 (ACTION ITEM) {ROLL CALL VOTE}

8. **Financial Reports:—**

a. **Financial Reports: May 2021**

- 2020–2021 Working Budget
- 2020–2021 Cash & Investments

b. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2021–2022”** (Committee of the Whole) (REPORT)

9. **President’s Report**

- Committee of the Whole
- Annual Meeting, Batavia Tax Increment Finance (TIF) Joint Review Board, Wednesday, 23 June 2021
- Appoint two (2) trustees (other than Secretary) to perform audit of Secretary’s records on or before September 1, as required by 75 ILCS 16 / 30–65 (c)

10. **Good News / Comments from the Board**

11. **Correspondence and Communications**

12. **Director’s and Librarians’ Reports: May 2021**

13. **Policy on Face-Coverings** (Standing Committee on Policy / Committee of the Whole) (ACTION ITEM) {ROLL CALL VOTE}

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

15. **A closed session** for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” as authorized by 5 ILCS 120/2(c)(1) {ROLL CALL VOTE TO ENTER CLOSED SESSION}

NOTE ON PROCEDURE: In order to enter Closed Session (after the motion is passed), the Host will move all non-participants to the Waiting Room. When the Board leaves Closed Session, the host will allow people in the Waiting Room back to the meeting.

16. **Unpaid Leave of Absence (ACTION ITEM)** {ROLL CALL VOTE}

17. **Next Meetings or Events**

- a. *ALA Annual Conference & Exhibition (Virtual), Wednesday–Tuesday, 23–29 June 2021*
- b. *Independence Day, Sunday, 4 July 2021, Library Closed*
- c. *Independence Day (Observed), Monday, 5 July 2021, Library Closed [F]*
- d. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- e. **Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- f. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- g. **Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- h. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed*
- i. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- j. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- k. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- l. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- m. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
- n. **Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**

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

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