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AGENDA

Board of Library Trustees • Batavia Public Library District

Committee of the Whole Meeting

Thursday • 7 October 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 17 September 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 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. **Call the Roll**

3. **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.

A COMMITTEE OF THE WHOLE is composed of the entire membership of a legislative body, sitting in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting legislative action.

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4. **Approve the Agenda** {ROLL CALL VOTE}
 5. **Minutes**
 - a. **Approve the Minutes** {ROLL CALL VOTE}
 - (1) Committee of the Whole Meeting, Thursday, 5 August 2021
 - (2) Regular Meeting, Tuesday, 17 August 2021
 - (3) Committee of the Whole Meeting, Thursday, 9 September 2021
 - b. **An Inventory of Minutes** (REPORT)
 6. **An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2021–2022** (ORDINANCE 2021–007) (Standing Committee on Finance) (ACTION ITEM) {ROLL CALL VOTE}
 7. **A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy** (RESOLUTION 2021–010) (Standing Committee on Finance) (ACTION ITEM) {ROLL CALL VOTE}
 8. **Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation)** (Cook & Kocher Insurance Group Inc.) (Standing Committee on Finance) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 9. **Snow-Removal Services** (Kozak Custom Landscapes Inc.) (Standing Committee on Facilities) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 10. **Policy on 3D Printing** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 11. **Standards for Illinois Public Libraries: Review of Standards** (Progress Report 1) (Standing Committee on Policy) (REPORT)
 12. **Annual Financial Report for the Year Ended 30 June 2021 (Independent Auditor’s Report and Financial Statements)** (Standing Committee on Finance) (REPORT)
 13. **Comments from the Committee of the Whole**
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14. **Future Agenda Items** (REPORT)

In the absence of separate committee meetings, this report is provided for purposes of information and planning.

 - a. **Facilities Issues** (Trustee Deitchman, *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.

 - Architectural Services (October 2021)
 - Annual Schedule of Capital Projects (November 2021)
 - Independent Technology Audit
 - Technology Plan
 - Walk the Property
 - 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 (November 2021)

c. **Outreach Issues** (Trustee Larson, *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.

- Technology Advisory Group (TAG)
- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Telephone for Public Use
- Recognition as a Library Leader (April 2023)

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

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

- Minimum Wage Law: Transition Plan for Year 4 (November 2022)
- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Succession Plan / Policy on Succession
- Bylaws of the Board of Library Trustees
- Policy on Leave of Absence without Pay
- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- Organizational Identity: Statement of Vision
- 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 a Safe and Healthful Workplace
- Self-Appraisal for Board of Library Trustees (April 2022)
- Personnel Complement Detail and Authorized Personnel Strength (June 2022)

15. **Next Meetings or Events**

- 155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- TeenTober (formerly Teen Read Week™ in October and Teen Tech Week in March), October 2021 — launched in 2019 to celebrate teens and teen services in libraries*
- Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- Fall Children’s Book Week (since 2019), Monday–Sunday, 8–14 November 2021 — “A great nation is a reading nation.”—Melcher — 2021 Theme: Reading Is a Superpower [Note: In a story fraught with irony, the original Children’s Book Week was moved from November to May in 2008.]*
- Veterans Day, Thursday, 11 November 2021, Library Open [F]*
- Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*

- m. Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
- n. Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- o. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- p. **Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

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

80