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AGENDA

Board of Library Trustees • Batavia Public Library District

Committee of the Whole Meeting

Thursday • 2 June 2022 • 6:30 p.m.

Elizabeth L. Hall Conference Room • Batavia Public Library • 10 South Batavia Avenue • Batavia

NOTICE

This meeting of the Board of Library Trustees will be held *in person* with a quorum of Trustees physically present. Visitors may monitor this meeting either in person or remotely on the Zoom platform. For the latter, please notify the Library's Business Office at OpenMeetings@BataviaPublicLibrary.org to receive a link to join the meeting. In order to address unanticipated technical issues, please notify the Library's Business Office well in advance of the meeting.

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 at meetings. Visitors are welcome to attend any open meeting of the Board of Library Trustees.

For visitors who are monitoring this meeting remotely via electronic means, please submit comments via email to OpenMeetings@BataviaPublicLibrary.org and include your name, address, and telephone number. Please be advised that such comments may be read aloud individually.

4. **Approve the Agenda** { VOICE VOTE }

5. **Approve the Minutes**

a. Committee of the Whole Meeting, Thursday, 7 April 2022 { VOICE VOTE }

b. Committee of the Whole Meeting, Thursday, 5 May 2022 { VOICE VOTE }

6. **An Ordinance Specifying the Library Board's Regular Meeting Schedule for 2022–2023** (ORDINANCE 2022–003) (Standing Committee on Policy) (ACTION ITEM) { VOICE VOTE }

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.

7. **Personnel Complement Detail and Authorized Personnel Strength** (Standing Committee on Policy) (ACTION ITEM) { VOICE VOTE }
8. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2022–2023”** (Standing Committee on Finance) (REPORT)
9. **Comments from the Committee of the Whole**
10. **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 (Master Plan and Concept Design)
- Walk the Property (June–July 2022)
- Annual Schedule of Capital Projects (July–August 2022)
- Update Capital Asset Study (July 2022–March 2023)
- Technology Plan (January–February 2023)
- Wi-Fi System
- Independent Technology Audit
- Kane County Bike-Share Program
- Charging Stations for Electric Vehicles
- Wind Power and Solar Power
- 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.

- Policy on Fines & Fees (July 2022)
- Public Hearing & Ordinance: An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2022 and Ending 30 June 2023 (July 2022)
- An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 22) (July 2022)
- 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 2022–2023 (Tax Year 2022) (October 2022)
- A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy (October 2022)

Note: “The Truth in Taxation Act” [35 Illinois Compiled Statutes 200/18–55 et seq.], requires the Library District to determine the amount of money estimated to be necessary to be raised by the tax levy for each year (“levy”) upon the taxable property in the Library District, not less than twenty (20) days prior to the adoption of the levy.

- Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (October 2022)
- Annual Financial Report for the Year Ended 30 June 2021 (Independent Auditor’s Report and Financial Statements) (October 2022)

- Public Hearing & Ordinance: An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2022–2023 (Tax Year 2022) (November 2022)
- A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2022–2023 Per Capita Grant (Illinois State Library) (November–December 2022)
- Working Budget for 2023–2024 (May–June 2023)
- Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2023–2024” (June 2023)
- Library Auditors (November 2023–February 2024)

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.

- Policy on Face-Coverings
- Policy on Leave of Absence without Pay
- Succession Issues
- Job Description: Assistant Director (July 2022)
- Standards for Illinois Public Libraries: Review of Standards
- Standards for Illinois Public Libraries: Accessibility of Policy Statements
- Visibility
- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- New Job Descriptions
- Bylaws of the Board of Library Trustees
- 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–May 2023)
- Personnel Complement Detail and Authorized Personnel Strength (June 2023)

11. **Next Meetings or Events**

- Flag Day, Tuesday, 14 June 2022 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”*
- {NEW} Juneteenth, Sunday, 19 June 2022 — officially “Juneteenth National Independence Day” [F; 5 U.S. Code 6103] and “Juneteenth National Freedom Day” [I; Public Act 102–0014] — specifically, to commemorate an announcement on 19 June 1865 by U.S. General Gordon Granger, which informed Texas that “all slaves are free” — Library Open [F]*

- c. **Board of Library Trustees (Regular Meeting), Tuesday, 21 June 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — *Note: In-Person Meeting; New Time***
- d. ALA Annual Conference (Washington, District of Columbia), Thursday–Tuesday, 23–28 June 2022
- e. **Independence Day, Monday, 4 July 2022, Library Closed**
- f. ~~Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 July 2022 CANCELLED~~
The Library Director is at the ALA Annual Conference, June 23–28, and on vacation leave, June 29–July 4, and will not have an opportunity to prepare the Committee of the Whole packet.
- g. **Board of Library Trustees (Regular Meeting), Tuesday, 19 July 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — *Note: In-Person Meeting; New Time***
- h. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 August 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — *Note: In-Person Meeting; New Time***
- i. **Board of Library Trustees (Regular Meeting), Tuesday, 16 August 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — *Note: In-Person Meeting; New Time***
- j. **Staff Development Day (4th Friday in August), Friday, 26 August 2022, Library Closed**
- k. **Library Card Sign-Up Month, September 2022 — launched in 1987 as a national campaign: “every child should obtain a library card”**
- l. **Sunday before Labor Day, Sunday, 4 September 2022, Library Closed**
- m. **Labor Day (1st Monday in September), Monday, 5 September 2022, Library Closed [F]**
- n. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 September 2022, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library — *Note: In-Person Meeting; New Time***

12. **Adjournment** { VOICE VOTE }

