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## AGENDA

### Board of Trustees of the Batavia Public Library District

#### *Regular Meeting*

Tuesday • 18 June 2019 • 7:00 p.m.

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

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **Call the Roll**

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4. **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 at any open meeting of the Board of Library Trustees.*

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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 May 2019
- (2) Closed Session, Tuesday, 21 May 2019

- b. **Expenditures:**—

- (1) Expenditures ("Cash Disbursement Detail Report"): May 2019

- c. **Other Action Items:**—

- (1) An Ordinance Specifying the Library Board's Regular Meeting Schedule for 2019–2020: ORDINANCE 2019–004
- (2) An Ordinance Ascertaining Prevailing Wage: REPORT IN LIEU OF ORDINANCE 2019–005
- (3) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 22) (Standing Committee on Finance): ORDINANCE 2019–006

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.

- (4) A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Member Agreement, Fiscal Year 2020” (Illinois State Library) (Standing Committee on Services): RESOLUTION 2019–002
  - (5) Cost-Estimating Services (Frederick Quinn Corporation, of Addison, Illinois) (Standing Committee on Facilities)
  - (6) Appropriate Staffing Levels (Library Systems & Services LLC, of Rockville, Maryland) (Standing Committee on Services)
  - (7) Library Plan for Implementation of Amended Minimum Wage Law, Year 1 (Standing Committee on Services):—
    - a. Revised Salary Schedule for 2019–2020
    - b. Salary Adjustments for 2019–2020
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6. **Approve the Agenda** { VOICE VOTE }

7. **Financial Reports:**—

a. **Financial Reports:** May 2019

- 2018–2019 Working Budget
- 2018–2019 Statement of Revenue and Expenditures
- 2018–2019 Investment Report

b. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2019–2020”** (REPORT)

8. **President’s Report**

- Annual Meeting, Batavia Tax Increment Finance (TIF) Joint Review Board, Tuesday, 12 June 2019
- 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)

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

10. **Correspondence and Communications**

11. **Director’s and Librarians’ Reports:** May 2019

12. **Committee and Official Representative Reports:**—

- a. Standing Committee on Facilities (4 June 2019) (Garrett)
- b. ~~Standing Committee on Finance (Culotta)~~ — NO REPORT / NO MEETING
- c. Standing Committee on Outreach (4 June 2019) (MacKenzie)
- d. Standing Committee on Services (6 June 2019) (Smith)
- e. Batavia Public Library Foundation (6 June 2019) (Larson)
- f. Friends of the Batavia Public Library (25 April 2019) (Russo)
- g. Batavia Access Television (BATV) (Leonard)

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

14. **Next Meetings or Events:**—

- a. *ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*
- b. *Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- c. **Board of Library Trustees (Special Meeting), Tuesday, 9 July 2019, 6:00 p.m., Rosalie M. Jones Administration Center (District 101) (335 West Wilson Street, Batavia)** [Retreat for Trustee Orientation, Education, and Planning]
- d. **Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room**

- e. **Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room**
- f. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- g. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- h. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- i. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- j. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- k. **Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room**

15. **Adjournment**

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