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AGENDA

Board of Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 19 November 2019

Immediately Following the Public Hearing at 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**

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.

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, 15 October 2019

- b. **Expenditures:—**

- (1) Expenditures (“Cash Disbursement Detail Report”): October 2019

- c. **Other Action Items:—**

- (1) 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 2019–2020 (Standing Committee on Finance): ORDINANCE 2019–009
- (2) A Resolution Adopting a “Policy on Payment Card Industry (PCI) Compliance” (Standing Committee on Policy): RESOLUTION 2019–008
- (3) Payroll Services (ADP® Payroll Services | ADP LLC) (Standing Committee on Policy)
- (4) Café Lease (Chapters Coffeehouse & Café) (Standing Committee on Policy)
- (5) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)

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.

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6. **Approve the Agenda** {VOICE VOTE}
 7. **Financial Reports: September 2019**
 - 2019–2020 Working Budget
 - 2019–2020 Statement of Revenue and Expenditures
 - 2019–2020 Investment Report
 8. **President’s Report**
 - Regular Meeting in December 2019
 9. **Good News / Comments from the Board**
 10. **Correspondence and Communications**
 11. **Director’s and Librarians’ Reports:** October 2019
 12. **Committee and Official Representative Reports:—**
 - a. Standing Committee on Facilities (7 November 2019) (Garrett)
 - b. ~~Standing Committee on Finance (Culotta)~~ — NO REPORT / NO MEETING
 - c. Standing Committee on Outreach (7 November 2019) (MacKenzie)
 - d. Standing Committee on Policy (formerly Services) (5 November 2019) (Smith)
 - e. Batavia Public Library Foundation (7 November 2019) (Larson)
 - f. Friends of the Batavia Public Library (17 October 2019) (Russo)
 - g. Batavia Access Television (BATV) (Leonard)
 13. **Annual Goal Plan for the Library Director for July 2019–June 2020** (Standing Committee on Policy) (ACTION ITEM) {VOICE VOTE}
 14. **Future Agenda Items** (REPORT)
 15. **Next Meetings or Events:—**
 - a. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed at 5:00 p.m.*
 - b. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
 - c. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
 - d. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room***
 - e. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
 - f. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
 - g. *New Year’s Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
 - h. *New Year’s Day, Wednesday, 1 January 2020, Library Closed [F]*
 - i. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 20 January 2020, Library Open [F]*
 - j. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 January 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
 - k. *ALA Midwinter Meeting (Philadelphia), Friday–Tuesday, 24–28 January 2020*
 - l. *Lincoln’s Birthday, Wednesday, 12 February 2020, Library Open [I]*
 - m. *Washington’s Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 17 February 2020, Library Open [F]*
 - n. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 February 2020, 7:00 p.m., Elizabeth L. Hall Conference Room***
 16. **Adjournment**