



www.BataviaPublicLibrary.org

AGENDA

Standing Committee on Services • Board of Trustees • Batavia Public Library District

Special Meeting

Tuesday • 6 August 2019 • 6:30 p.m.

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

1. **Call to Order**
2. **Call the Roll**
3. **Approve the Agenda**
4. **Approve the Minutes**
 - a. Special Meeting, Tuesday, 2 July 2019
 - b. Closed Session, Tuesday, 2 July 2019
5. **Employee Engagement Survey (HR Source) (DISCUSSION ITEM)**
6. **Batavia Counts: Complete Count Committee for 2020 Census (REPORT)**
7. **Explore More Illinois (REPORT)**
8. **Future Agenda Items (REPORT)**
 - Library Director's Goals for 2019–2020 (September)
 - New Web Site: Speak Up! Recommendation 2–3 → “Board Education” at Regular Meeting of the Board of Library Trustees in October
 - Minimum Wage Law: Transition Plan for Year 2
 - Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
 - Policy on Leave of Absence without Pay
 - Policy on a Safe and Healthful Workplace
 - Review Cycle for Library Policies: Strategic Plan (2019–2020): Objective / Project 6
9. **Comments from the Committee**

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.

STANDING COMMITTEE ON SERVICES: The focuses of the Services Committee are human resources, general policy matters, and related services.

10. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- c. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- d. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- e. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- f. ***Standing Committee on Services, Tuesday, 3 September 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- h. *Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- i. *Banned Books Week: Celebrating the Freedom to Read (since 1982), Sunday–Saturday, 22–28 September 2019*
- j. *153rd Anniversary of Library Service in Batavia (October 1866–2019), October 2019*
- k. {NEW} *Teen Read Week™ (October; since 1998) / Teen Tech Week (March) — In 2019, Teen Read Week and Teen Tech Week are dissolving to form a yet-to-be-name month-long celebration (in October 2020) of teen programming and teen services in libraries across the country.*
- l. ***Standing Committee on Services, Tuesday, 1 October 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *Columbus Day (Observed) (2nd Monday in October), Monday, 14 October 2019, Library Open [F]*
- n. *Board of Library Trustees (Regular Meeting), Tuesday, 15 October 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- o. *ILA Annual Conference (Tinley Park), Tuesday–Thursday, 22–24 October 2019*
- p. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 3 November 2019*
- q. *International Games Week (formerly International Games Day), Sunday–Saturday, 3–9 November 2019 — launched in 2008 to focus on the social and recreational side of gaming*
- r. {NEW} *Fall Children’s Book Week, Monday–Sunday, 4–10 November 2019 — “A great nation is a reading nation.”—Melcher — 2019 Theme: Read Now • Read Forever*
- s. ***Standing Committee on Services, Tuesday, 5 November 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- t. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
- u. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- v. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*
- w. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- x. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*

11. **Adjournment**

