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AGENDA

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

Special Meeting

Thursday • 6 June 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, 7 May 2019
 - b. Closed Session, Tuesday, 7 May 2019
5. **A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Member Agreement, Fiscal Year 2020” (Illinois State Library) RESOLUTION 2019–XXX**
6. **Appropriate Staffing Levels (DISCUSSION and/or ACTION ITEM)**

7. **A closed session** for “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2)

8. **Salary Schedule: Transition Plan for Year 1: Salary Adjustments for 2019–2020 (ACTION ITEM)**
9. **Future Agenda Items (REPORT)**
 - **Employee Satisfaction / Engagement: Annual Goal Plan for Library Director (2018–2019): Goal D–1**

Lisa M. Moore, the Library’s Human Services Manager, was pleased to report that there was a 97% participation rate in the Employee Engagement Survey. It will take until late July / early August for HR Source to produce the final reports.
 - **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**

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.

- Review Cycle for Library Policies: Strategic Plan (2017–2018): Objective / Project 4
- [1] Identify Underserved Populations / [2] Explore New Opportunities for Programs: Speak Up! Recommendation 2–2
- New Web Site: Speak Up! Recommendation 2–3

10. **Comments from the Committee**

11. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 18 June 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *ALA Annual Conference (Washington, D.C.), Thursday–Tuesday, 20–25 June 2019*
- c. *Independence Day, Thursday, 4 July 2019, Library Closed [F]*
- d. ~~*Standing Committee on Services, Tuesday, 2 July 2019*~~ — No Meeting
- e. *Board of Library Trustees (Regular Meeting), Tuesday, 16 July 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- f. ***Standing Committee on Services, Tuesday, 6 August 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 20 August 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- h. *Staff Development Day (4th Friday in August), Friday, 23 August 2019, Library Closed*
- i. *Library Card Sign-Up Month, September 2019 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- j. *Sunday before Labor Day, Sunday, 1 September 2019, Library Closed*
- k. *Labor Day (1st Monday in September), Monday, 2 September 2019, Library Closed [F]*
- l. ***Standing Committee on Services, Tuesday, 3 September 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- m. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 8 September 2019*
- n. *Board of Library Trustees (Regular Meeting), Tuesday, 17 September 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*

12. **Adjournment**

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