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AGENDA

Board of Library Trustees • Batavia Public Library District

Committee of the Whole Meeting

Tuesday • 7 April 2020 • 6:00 p.m.

MEETING WILL TAKE PLACE VIA ELECTRONIC MEANS

Batavia Public Library • 10 South Batavia Avenue • Batavia

NOTICE

This meeting of the Board of Library Trustees will be held without a quorum of Trustees physically present—the Board will conduct the meeting with all Trustees attending remotely via electronic means—and is authorized by the Governor pursuant to “COVID-19 Executive Order No. 5” (16 March 2020).

Due to the electronic nature of this meeting, which will take place on the Zoom platform, visitors may monitor this meeting by notifying the Library at OpenMeetings@BataviaPublicLibrary.org to receive a link to join the meeting. In order to avoid (or address) unanticipated technical issues, please notify the Library well in advance of the meeting.

Please submit comments to the Board of Library Trustees via email to OpenMeetings@BataviaPublicLibrary.org and include your name, address, and telephone number. Please be advised that, due to the electronic nature of the meeting, such comments will be read aloud individually.

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 at any open meeting of the Board of Library Trustees.

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

5. **Response to Epidemic** (REPORT / DISCUSSION ITEM)

a. Snapshot of Working from Home

(1) Technical Services, presented by Kerry K. Halter, its manager

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.

- (2) Circulation Services, presented by Stephanie A. DeYoung, its manager
- b. Summer Reading Club 2020, presented by Joanne C. Zillman
- c. Request for Qualifications for Architectural Services
- d. Looking Forward to Reopening the Library
- 6. **President’s Report**
- 7. **Good News / Comments from the Board**
- 8. **Capital Asset Study** (Building Technology Consultants Inc.) (Standing Committee on Facilities) (REPORT)
- 9. **Group Medical Insurance** (Standing Committee on Finance) (ACTION ITEM) {ROLL CALL VOTE}
- 10. **Working Budget for 2020–2021** (Standing Committee on Finance) (DISCUSSION ITEM)
- 11. **A Resolution Delegating Authority to Board President to Make Decisions** (Standing Committee on Policy) (RESOLUTION 2020–003) (ACTION ITEM)
- 12. **Minimum Wage Law: Transition Plan for Year 2: Part 1, Salary Schedule; Part 2, Distribute Annual Salary Pool** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM)
- 13. **Next Meetings or Events:—**
 - a. *Good Friday, Friday, 10 April 2020, Library Open [I]*
 - b. *Easter, Sunday, 12 April 2020, Library Closed*
 - c. *National Drop Everything and Read (D.E.A.R.) Day, Sunday, 12 April 2020 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*
 - d. *National Library Week (63rd Annual Observance, 1958–2020), Sunday–Saturday, 19–25 April 2020 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2020 Theme: “Find Your Place at the Library”*
 - e. **Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
 - f. *Children’s Book Week (102nd Annual Observance), Monday–Sunday, 27 April–3 May 2020 — “A great nation is a reading nation.”—Melcher [Note: Verify dates; now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
 - g. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Thursday, 30 April 2020 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
 - h. **Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
 - i. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
 - j. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
 - k. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
 - l. **Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room**
 - m. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
 - n. *Independence Day, Saturday, 4 July 2020, Library Closed*
- 14. **Adjournment**