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AGENDA

Standing Committee on Policy • Board of Library Trustees • Batavia Public Library District
Special Meeting

Tuesday • 5 May 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 Standing Committee on Policy 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 Standing Committee on Policy 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. **Approve the Agenda**
4. **Approve the Minutes:** Tuesday, 3 March 2020
5. **Guidelines for Employee Expense Stipend in Relation to Temporary Closure**
6. **Future Agenda Items (REPORT)**
 - Plan(s) to Reopen the Library
 - Personnel Complement Detail and Authorized Personnel Strength (formerly Staffing Assessment)
 - Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]

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 POLICY: The focuses of the Policy Committee are human resources, related policies and services, strategic planning, and general policies.

- Bylaws of the Board of Library Trustees
- 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 (2017–2018): Objective / Project 4

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) {ROLL CALL VOTE TO ENTER CLOSED SESSION}

8. **Minimum Wage Law: Transition Plan for Year 2**

- a. **Part 2, Formula for Salary Adjustments** (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
- b. **Part 1, Salary Schedule** (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}

9. **Comments from the Committee**

10. **Next Meetings or Events**

- a. *Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- b. *Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- c. *Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- d. *Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- e. **Standing Committee on Policy, Tuesday, 2 June 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library**
- f. *Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- g. ~~*ALA Annual Conference (Chicago), Thursday–Tuesday, 25–30 June 2020*~~ CANCELLED
- h. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
- i. *Independence Day, Saturday, 4 July 2020, Library Closed*

11. **Adjournment**