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AGENDA

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

Special Meeting

Tuesday • 2 June 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.

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1. **Call to Order**
 2. **Call the Roll**
 3. **Approve the Agenda** { VOICE VOTE }
 4. **Approve the Minutes**
 - a. Special Meeting, Tuesday, 5 May 2020 (ACTION ITEM) { VOICE VOTE }
 - b. Closed Session, Tuesday, 5 May 2020 (ACTION ITEM) { VOICE VOTE }
 5. **An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2020–2021** (ORDINANCE 2020–002) (ACTION ITEM) { VOICE VOTE }
 6. **A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2021”** (Illinois State Library) (RESOLUTION 2020–005) (ACTION ITEM) { VOICE VOTE }

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.

7. **Temporary Closure in Relation to COVID-19 Crisis: Retrospective Review** (DISCUSSION ITEM)
8. **Future Agenda Items** (REPORT)
 - Personnel Complement Detail and Authorized Personnel Strength (July 2020)
 - Annual Goal Plan for the Library Director for July 2019–June 2020: Committee Review (July 2020)
 - Plan to Reopen the Library, Step 2 (July 2020)
 - Statement of Purpose (Trust & Track Institute)
 - Organizational Identity: Vision
 - Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
 - 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
9. **Comments from the Committee**
10. **Next Meetings or Events**
 - a. *Board of Library Trustees (Regular Meeting), Tuesday, 16 June 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
 - b. ~~*ALA Annual Conference (Chicago), Thursday–Tuesday, 25–30 June 2020*~~ CANCELLED
 - c. *Independence Day (Observed), Friday, 3 July 2020, Library Closed [F]*
 - d. *Independence Day, Saturday, 4 July 2020, Library Closed*
 - e. ~~*Standing Committee on Policy, Tuesday, 7 July 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*~~
 - f. *Board of Library Trustees (Regular Meeting), Tuesday, 21 July 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
 - g. ***Standing Committee on Policy, Tuesday, 4 August 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
 - h. *Board of Library Trustees (Regular Meeting), Tuesday, 18 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
 - i. ~~*Staff Development Day (4th Friday in August), Friday, 28 August 2020, Library Closed (Scheduled Work Day for All Employees)*~~ — CANCELLED (IN ITS CURRENT, LIVE FORMAT)
 - j. ***Standing Committee on Policy, Tuesday, 1 September 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
 - k. *Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
 - l. *Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
 - m. *Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
 - n. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
 - o. *Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
 - p. ***Standing Committee on Policy, Tuesday, 6 October 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
11. **Adjournment** { VOICE VOTE }