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AGENDA

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

Tuesday • 7 July 2020 • 6:30 p.m. (or immediately following the Standing Committee on Facilities)
MEETING WILL TAKE PLACE VIA ELECTRONIC MEANS
Batavia Public Library • 10 South Batavia Avenue • Batavia

NOTICE

Governor Jay Robert “JB” Pritzker issued a “Gubernatorial Disaster Proclamation” in relation to novel coronavirus disease 2019 (COVID-19) on 9 March 2020, which was most recently extended for 30 days on 26 June 2020.

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 “Executive Order 2020–07 in Response to COVID-19 (COVID-19 Executive Order No. 5)” (16 March 2020) and the Government Emergency Administration Act (Public Act 100–0640; eff. 6/12/20).

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** {ROLL CALL VOTE}
 4. **Approve the Minutes:** Special Meeting, Tuesday, 2 June 2020 (ACTION ITEM) {ROLL CALL VOTE}
 5. **Policy on Face-Coverings** (ACTION ITEM) {ROLL CALL VOTE}
 6. **Plan to Reopen the Library, Steps 2–3** (DISCUSSION and/or ACTION ITEM) {ROLL CALL 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. **Future Agenda Items (REPORT)**

- “2020 Election General Election Day” as a Holiday
- Temporary Closure in Relation to COVID-19 Crisis: Retrospective Review
- Personnel Complement Detail and Authorized Personnel Strength
- 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

8. **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}

NOTE ON PROCEDURE: In order to enter Closed Session (after the motion is passed), the Host will move all non-participants to the Waiting Room. When the Board leaves Closed Session, the Host will allow people in the Waiting Room back to the meeting.

9. **Comments from the Committee**

10. **Next Meetings or Events**

- Board of Library Trustees (Regular Meeting), Tuesday, 21 July 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- Standing Committee on Policy, Tuesday, 4 August 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- Board of Library Trustees (Regular Meeting), Tuesday, 18 August 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- ~~*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)
- Standing Committee on Policy, Tuesday, 1 September 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- Library Card Sign-Up Month, September 2020, launched in 1987 as a national campaign: “every child should obtain a library card”*
- Sunday before Labor Day, Sunday, 6 September 2020, Library Closed*
- Labor Day (1st Monday in September), Monday, 7 September 2020, Library Closed [F]*
- Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day), Sunday, 13 September 2020*
- Board of Library Trustees (Regular Meeting), Tuesday, 15 September 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- Standing Committee on Policy, Tuesday, 6 October 2020, 6:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- Board of Library Trustees (Regular Meeting), Tuesday, 20 October 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*

11. **Adjournment** {ROLL CALL VOTE}

