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AGENDA

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

Special Meeting

Thursday • 6 August 2020 • 6:00 p.m.

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 24 July 2020.

This meeting of the Standing Committee on Outreach 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 Outreach 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, Thursday, 5 March 2020 {ROLL CALL VOTE}
 5. **Current Communications with the Community** (DISCUSSION ITEM)

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 OUTREACH: The focuses of the Outreach Committee are marketing & public relations, community engagement, art, and related policies and services; and Recognition as a Library Leader. This committee generally (but not exclusively) has an external approach; that is, direct service to users and the community.

6. **Future Agenda Items (REPORT)**

- Recognition as a Library Leader
- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
- Historical Plaques and Markers for Historic Sites (Batavia Historical Society et al.)
- Telephone for Public Use
- Annual Report to the Community for 2019–2020
- [1] Identify Underserved Populations / [2] Explore New Opportunities for Programs

7. **Comments from the Committee**

8. ***Next Meetings or Events***

- 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 Outreach, Thursday, 3 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 Outreach, Thursday, 8 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*

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

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