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AGENDA

Board of Library Trustees • Batavia Public Library District

Special Meeting

Tuesday • 1 December 2020 • Immediately Following the Public Hearing at 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 13 November 2020. 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 “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 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.

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1. **Call to Order**
 2. **Pledge of Allegiance to the Flag**
 3. **Call the Roll**

4. **Comments from the Audience**

Comments are subject to the “Policy on Public Participation at Meetings and Other Communications,” copies of which are available upon request. Visitors are welcome to attend at any open meeting of the Board of Library Trustees.

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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.

5. **Approve the Consent Agenda (ACTION ITEM) {ROLL CALL VOTE}**

Any Board member may request removal of item(s) to the regular agenda for further discussion, or the addition of item(s) from the regular agenda to the consent agenda.

a. **Minutes**

(1) Regular Meeting, Tuesday, 20 October 2020

b. **Expenditures**

(1) Expenditures (“Cash Disbursement Detail Report”): October 2020

c. **Other Action Items**

- (1) An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2020–2021 (ORDINANCE 2020–008) (Standing Committee on Finance)
 - (2) A Resolution Authorizing the Execution of an Intergovernmental Recipient Agreement for Coronavirus Relief Funds by and between the County of Kane, Illinois, and the Batavia Public Library (RESOLUTION 2020–011) (Standing Committee on Policy)
 - (3) An Agreement by and between the Batavia Public Library District and the Friends of the Batavia Public Library (Standing Committee on Policy)
 - (4) Recognition as a Library Leader (Standing Committee on Outreach)
 - (5) Telephone System Consulting Services (ClientFirst Consulting Group LLC) (Standing Committee on Facilities)
 - (6) Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(d) (Board Secretary)
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6. **Approve the Agenda {ROLL CALL VOTE}**

7. **Financial Reports: October 2020**

- 2020–2021 Working Budget
- 2020–2021 Cash & Investments

8. **Board Education: Review Selected Chapters of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (2020 © 2019) (DISCUSSION ITEM)**

- a. Chapter 3, “Personnel”
- b. Chapter 6, “Safety”
- c. Chapter 8, “System Member Responsibilities and Resource Sharing”

9. **President’s Report**

10. **Good News / Comments from the Board**

11. **Correspondence and Communications**

12. **Director’s and Librarians’ Reports: October 2020**

13. **Chiller System (F. E. Moran Inc.) (Standing Committee on Facilities) (ACTION ITEM) {ROLL CALL VOTE}**

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

15. **Next Meetings or Events**

- a. ~~*Board of Library Trustees (Regular Meeting), Tuesday, 15 December 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*~~ — CANCELLED
- b. *Christmas Eve, Thursday, 24 December 2020, Library Closed*
- c. *Christmas, Friday, 25 December 2020, Library Closed [F]*
- d. *New Year’s Eve, Thursday, 31 December 2020, Library Closed at 12:00 noon*
- e. *New Year’s Day, Friday, 1 January 2021, Library Closed [F]*

- f. **Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 7 January 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - g. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 18 January 2021 — Library Open [F]*
 - h. **Board of Library Trustees (Regular Meeting), Tuesday, 19 January 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - i. *Inauguration Day, Wednesday, 20 January 2021, Library Open [F]*
 - j. *ALA Midwinter Meeting (Virtual Conference), Monday–Friday, 22–26 January 2021*
 - k. **Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - l. *Lincoln’s Birthday, Friday, 12 February 2021, Library Open [I]*
 - m. *Washington’s Birthday (Observed) (3rd Monday in February) — official name (5 U.S. Code 6103); also known unofficially as Presidents Day — Monday, 15 February 2021, Library Open [F]*
 - n. **Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - o. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 1 March 2021, Library Open [I]*
 - p. {NEW} *Read Across America Day, Tuesday, 2 March 2020 — annual event on or near March 2, the birthday of Dr. Seuss*
 - q. **Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - r. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*
 - s. *Freedom of Information Day, Tuesday, 16 March 2021 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
 - t. **Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - u. *Good Friday, Friday, 2 April 2021, Library Open [I]*
 - v. *Easter, Sunday, 4 April 2021, Library Closed*
 - w. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
 - x. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
 - y. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
 - z. **Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
16. **Adjournment {ROLL CALL VOTE}**