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## AGENDA

**Standing Committee on Facilities • Board of Library Trustees • Batavia Public Library District**

### *Special Meeting*

Thursday • 12 November 2020 • 6:30 p.m. (or immediately following the Standing Committee on Outreach)  
MEETING WILL TAKE PLACE VIA ELECTRONIC MEANS

Batavia Public Library • 10 South Batavia Avenue • Batavia

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### 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 16 October 2020.

This meeting of the Standing Committee on Facilities of the Board of Library Trustees will be held without a quorum of Trustees physically present—the Committee 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](mailto: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 Facilities via email to

[OpenMeetings@BataviaPublicLibrary.org](mailto: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, 8 October 2020 (ACTION ITEM) {ROLL CALL VOTE}
  5. **Chiller System** (Elara Energy Services Inc. d/b/a Elara Engineering; Project No. 20181) (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 FACILITIES: The focuses of the Facilities Committee are building & grounds, technology, and related policies and services. This committee generally (but not exclusively) has an internal approach; that is, its work is directed to the physical library and its campus.

6. **Telephone System Consulting Services** (ClientFirst Consulting Group LLC) (ACTION ITEM) {ROLL CALL VOTE}
7. **Annual Schedule of Capital Projects** (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
8. **Future Agenda Items** (REPORT)
  - Technology Plan (March 2021)
  - Architectural Services (March / April 2021)
  - Walk the Property (May 2021)
  - Independent Technology Audit
  - Wi-Fi System
  - Technology Advisory Committee
  - Proper Storage for Paintings and Other Works of Art when Not on Public Display
  - Kane County Bike-Share System (City of Batavia, Illinois)
9. **Comments from the Committee**
10. **Next Meetings or Events**
  - a. *Fall Children’s Book Week (since 2019), Monday–Sunday, 4–10 November 2020 — “A great nation is a reading nation.”—Melcher — 2020 Theme: Read. Dream. Share. [Note: In a story fraught with irony, the original Children’s Book Week was moved from November to May in 2008.]*
  - b. *International Games Week, Sunday–Saturday, 8–14 November 2020 — launched in 2008 to focus on the social and recreational side of gaming*
  - c. *Veterans Day, Wednesday, 11 November 2020, Library Open [F]*
  - d. ~~*Board of Library Trustees (Regular Meeting), Tuesday, 17 November 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*~~ — CANCELLED
  - e. *Thanksgiving Eve, Wednesday, 25 November 2020, Library Closed at 5:00 p.m.*
  - f. *Thanksgiving (4th Thursday in November), Thursday, 26 November 2020, Library Closed [F]*
  - g. *Day after Thanksgiving, Friday, 27 November 2020, Library Open*
  - h. ~~*Standing Committee on Facilities, Thursday, 3 December 2020, 7:00 p.m. (or immediately following the Standing Committee on Outreach), Elizabeth L. Hall Conference Room, Batavia Public Library*~~ — CANCELLED
  - i. *Board of Library Trustees (Special Meeting), Tuesday, 3 December 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
  - j. ~~*Board of Library Trustees (Regular Meeting), Tuesday, 15 December 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*~~ — CANCELLED
  - k. *Christmas Eve, Thursday, 24 December 2020, Library Closed*
  - l. *Christmas, Friday, 25 December 2020, Library Closed [F]*
  - m. *New Year’s Eve, Thursday, 31 December 2020, Library Closed at 12:00 noon — Note: As part of the “Plan to Reopen the Library,” the Library has a limited public-service schedule (12:00–8:00 p.m.) on Thursday. As a result, it is closed all day on New Year’s Eve.*
  - n. *New Year’s Day, Friday, 1 January 2021, Library Closed [F]*
11. **Adjournment** {ROLL CALL VOTE}