



www.BataviaPublicLibrary.org

AGENDA

Board of Library Trustees • Batavia Public Library District

Committee of the Whole Meeting

Thursday • 7 January 2021 • 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 11 December 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.

-
1. **Call to Order**
 2. **Call the Roll**

3. **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.

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.

A COMMITTEE OF THE WHOLE is composed of the entire membership of a legislative body, sitting in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting legislative action.

Due to the electronic nature of this meeting, which will take place on the Zoom platform, please submit comments 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 may be read aloud individually.

4. **Approve the Agenda** {ROLL CALL VOTE}
 5. **Board Education:** Review Selected Chapters of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (2020 © 2019) (DISCUSSION ITEM)
 - a. Chapter 4, “Access”
 - b. Chapter 5, “Building Infrastructure and Maintenance”
 - c. Chapter 7, “Collection Management”
 - d. Chapter 12, “Technology”
-

6. **Facilities Issues** (Trustee Garrett, *Chair*)

The focuses are building & grounds, technology, and related policies and services. Such issues generally (but not exclusively) have an internal approach; that is, work is directed to the physical library and its campus.

 - a. **Future Agenda Items** (REPORT)
 - New Telephone System
 - 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
-

7. **Finance Issues** (Trustee Culotta, *Chair*)

The focuses are budget & finance and related policies and services.

 - a. **Audit Services** (ACTION ITEM) {ROLL CALL VOTE}
 - b. **Illinois Public Library Per Capita Grant Application** (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 - c. **Future Agenda Items** (REPORT)
-

8. **Outreach Issues** (Trustee MacKenzie, *Chair*)

The focuses are marketing & public relations, community engagement, art, and related policies and services, and Recognition as a Library Leader. Such issues generally (but not exclusively) have an external approach; that is, direct service to users and the community.

 - a. **Recognition as a Library Leader** (DISCUSSION ITEM)
 - b. **The Library Is Open: Service in the Time of Coronavirus** (DISCUSSION ITEM)
 - c. **Future Agenda Items** (REPORT)
 - Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
 - Telephone for Public Use
-

9. **Policy Issues** (Trustee Smith, *Chair*)

The focuses are human resources, related policies and services, strategic planning, and general policies.

- a. **Performance Appraisals**
 - (1) **Performance Appraisal for Library Director** (DISCUSSION and/or ACTION ITEM)
{ROLL CALL VOTE}
 - (2) **Self-Appraisal for Board of Library Trustees** (DISCUSSION and/or ACTION ITEM)
{ROLL CALL VOTE}
- b. **Bylaws of the Board of Library Trustees, Part 2: Terms of Trustees** (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
- c. **Future Agenda Items** (REPORT)
 - Retrospective Review of the Temporary Closure in Relation to COVID-19 Crisis (February 2021)
 - Annual Goal Plan for the Library Director for July 2021–June 2022
 - Standards for Illinois Public Libraries
 - Bylaws of the Board of Library Trustees
 - Library Café
 - Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
 - Organizational Identity: Statement of Vision
 - Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
 - 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

10. **Comments from the Committee of the Whole**

11. **Next Meetings or Events**

- a. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 18 January 2021 — Library Open [F]*
- b. **Board of Library Trustees (Regular Meeting), Tuesday, 19 January 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- c. *Inauguration Day, Wednesday, 20 January 2021, Library Open [F]*
- d. *ALA Midwinter Meeting (Virtual Conference), Monday–Friday, 22–26 January 2021*
- e. **Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- f. *Lincoln’s Birthday, Friday, 12 February 2021, Library Open [I]*
- g. *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]*
- h. **Board of Library Trustees (Regular Meeting), Tuesday, 16 February 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- i. *Casimir Pulaski’s Birthday (Observed) (1st Monday in March), Monday, 1 March 2021, Library Open [I]*
- j. {NEW} *Read Across America Day, Tuesday, 2 March 2020 — annual event on or near March 2, the birthday of Dr. Seuss*
- k. **Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 4 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- l. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*

- m. *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*
 - n. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
 - o. *Good Friday, Friday, 2 April 2021, Library Open [I]*
 - p. *Easter, Sunday, 4 April 2021, Library Closed*
 - q. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
 - r. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
 - s. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
 - t. ***Board of Library Trustees (Committee of the Whole Meeting), Tuesday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
12. **Adjournment** {ROLL CALL VOTE}

80