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AGENDA

Board of Library Trustees • Batavia Public Library District

Committee of the Whole Meeting

Thursday • 4 March 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 5 February 2021.

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.

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4. **Approve the Agenda** {ROLL CALL VOTE}
 5. **Approve the Minutes**
 - a. Committee of the Whole Meeting, Thursday, 4 February 2021 {ROLL CALL VOTE}
 - b. Closed Session, Thursday, 4 February 2021 {ROLL CALL VOTE}
 6. **Bylaws of the Board of Library Trustees, Part 1: Committee Structure / Committee of the Whole** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 7. **Self-Appraisal for Board of Library Trustees** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 8. **Architectural Services** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 9. **Working Budget for 2021–2022** (Standing Committee on Finance) (DISCUSSION ITEM)
 10. **Technology Advisory Committee** (Standing Committee on Facilities) (DISCUSSION ITEM)
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11. **A closed session** for “The selection of a person to fill a public office, ...,” as authorized by 5 ILCS 120/2(c)(3) {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.

12. **Comments from the Committee of the Whole**
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13. **Future Agenda Items** (REPORT)

- a. **Facilities Issues** (Trustee Garrett, *Chair*)

The focuses of Facilities Issues 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.

- Request for Proposals for a New Telephone System
- Architectural Services (March–April 2021)
- Walk the Property (May 2021)
- Technology Plan (May–June 2021)
- Independent Technology Audit
- Wi-Fi System
- Technology Advisory Committee
- Proper Storage for Paintings and Other Works of Art when Not on Public Display

- b. **Finance Issues** (Trustee Culotta, *Chair*)

The focuses of Finance Issues are budget & finance and related policies and services.

- Policy on Fines and Fees (April 2021)
- Note: A comprehensive annual schedule of future agenda items is included in the Committee packet for purposes of information and planning.

- c. **Outreach Issues** (Trustee MacKenzie, *Chair*)

The focuses of Outreach Issues 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.

- Recognition as a Library Leader
- Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks

- Telephone for Public Use

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

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

- Library Plan for Implementation of Amended Minimum Wage Law, Year 3
- Retrospective Review of the Temporary Closure in Relation to COVID-19 Crisis
- Annual Goal Plan for the Library Director for July 2021–June 2022
- Bylaws of the Board of Library Trustees
- Library Café
- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- Organizational Identity: Statement of Vision
- Standards for Illinois Public Libraries → DEFERRED INDEFINITELY
- 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

14. **Next Meetings or Events**

- a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 14 March 2021*
- b. *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*
- c. **Board of Library Trustees (Regular Meeting), Tuesday, 16 March 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- d. *Good Friday, Friday, 2 April 2021, Library Open [I]*
- e. *Easter, Sunday, 4 April 2021, Library Closed*
- f. *139th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2021), Sunday, 4 April 2021*
- g. *140th Anniversary of the Batavia Public Library (5 April 1881–2021), Monday, 5 April 2021*
- h. *Consolidated Election Day (in odd-numbered years, the first Tuesday in April following the last day of Passover), Tuesday, 6 April 2021*
- i. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- j. *National Drop Everything and Read (D.E.A.R.) Day, Monday, 12 April 2021 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in *Ramona Quimby, Age 8*—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors now promote D.E.A.R. as a month-long event in April.]*
- k. *National Library Week (64th Annual Observance, 1958–2021), Sunday–Saturday, 4–10 April 2021 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2021 Theme: “Welcome to Your Library”*
- l. *Deadline for Nominations for Recognition as a Library Leader (in odd-numbered years, the third Monday in April), Monday, 19 April 2021*
- m. **Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**

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