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AGENDA

Board of Library Trustees • Batavia Public Library District

Committee of the Whole Meeting

Thursday • 3 June 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 **30 April 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 101–0640; 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. Closed Session, Thursday, 4 March 2021
 - b. Closed Session, Thursday, 8 April 2021
 - c. Closed Session, 20 April 2021
 - d. Committee of the Whole Meeting, Thursday, 6 May 2021 {ROLL CALL VOTE}
 6. **Personnel Complement Detail and Authorized Personnel Strength** (Standing Committee on Policy) (ACTION ITEM)
 7. **Policy on Face-Coverings** (Standing Committee on Policy) (ACTION ITEM) {ROLL CALL VOTE}
 8. **An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2021–2022** (ORDINANCE 2021–003) (Standing Committee on Policy) (ACTION ITEM)
 9. **An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 40)** (ORDINANCE 2021–004) (Standing Committee on Finance) (ACTION ITEM) {ROLL CALL VOTE}
 10. **Book Supports** (Interiors for Business Inc. / Aurora Storage Products Inc.) (Standing Committee on Facilities) (ACTION ITEM) {ROLL CALL VOTE}
 11. **A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2022”** (Illinois State Library) (RESOLUTION 2021–004) (Standing Committee on Policy) (ACTION ITEM) {ROLL CALL VOTE}
 12. **Meetings via Electronic Means: Board of Library Trustees and Subordinate Bodies** (Standing Committee on Policy) (DISCUSSION ITEM)
 13. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2021–2022”** (Standing Committee on Finance) (REPORT)
 14. **Operation of a Café at the Batavia Public Library** (Standing Committee on Policy) (REPORT)
 15. **Comments from the Committee of the Whole**
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16. **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 (July 2021)
 - Technology Advisory Group (June–August 2021)
 - Independent Technology Audit
 - Technology Plan (June–August 2021)
 - Walk the Property (June–August 2021)
 - Annual Schedule of Capital Projects (July–September 2021)
 - Wi-Fi System
 - Proper Storage for Paintings and Other Works of Art when Not on Public Display
 - Streetscape Project (City of Batavia): Water Street

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

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

- Note: A schedule of future agenda items is included in the Committee packet for purposes of information and planning.
- Policy on Fines and Fees (July 2022)

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 (June 2021)
- 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.

- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Succession Plan / Policy on Succession
- Bylaws of the Board of Library Trustees
- Annual Goal Plan for the Library Director for July 2021–June 2022
- 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
- Self-Appraisal for Board of Library Trustees (April 2022)

17. **Next Meetings or Events**

- Sunday before Memorial Day, Sunday, 30 May 2021, Library Closed*
- Memorial Day (last Monday in May), Monday, 31 May 2021, Library Closed [F]*
- Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 6 June 2021 — Note: Change to 4 hours (in 2021 only).*
- {NEW} Flag Day, Monday, 14 June 2021 — Bernard John Cigrand (1866–1932), a Batavia dentist, is the “Father of Flag Day”*
- Board of Library Trustees (Regular Meeting), Tuesday, 15 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- ALA Annual Conference & Exhibition (Virtual), Wednesday–Tuesday, 23–29 June 2021*
- Independence Day, Sunday, 4 July 2021, Library Closed*
- Independence Day (Observed), Monday, 5 July 2021, Library Closed [F]*
- Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**

- k. **Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - l. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - m. **Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - n. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed*
 - o. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
 - p. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
 - q. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
 - r. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
 - s. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
 - t. **Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
18. **Adjournment** {ROLL CALL VOTE}

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