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MINUTES

Board of Library Trustees of the Batavia Public Library District

Committee of the Whole Meeting

Thursday • 8 April 2021

MEETING TOOK PLACE VIA ELECTRONIC MEANS

1. **Call to Order**

Trustee Smith called the Committee of the Whole meeting to order at 6:00 p.m. and read the following statement.

This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor Pritzker pursuant to “COVID-19 Executive Order No. 5” (16 March 2020) and by the Government Emergency Administration Act (Public Act 100–0640; eff. 6/12/20).

Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library’s attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement.

2. **Call the Roll**

Trustee Russo read the following statement.

Pursuant to the aforementioned Government Emergency Administration Act, please note that a roll call vote is now required for all motions. Further, as I call the roll, please verify that you can hear one another and can hear all discussion and testimony.

Trustees Present via Electronic Means: Jennifer M. Culotta, Katherine A. Garrett, Elizabeth P. Larson, Michael E. MacKenzie, Daniel R. Russo, and Jo Ann Smith

Trustees Absent: Diane L. Blodgett

Staff Members Present (or Registered) via Electronic Means: Director George H. Scheetz, Michele M. Domel, Kerry K. Halter, Hans P. Kaiser, Pamela L. Kamin, Patricia A. Leonard, Kathy A. Moecher, Lisa M. Moore, and Joanne C. Zillman

Visitors Present via Electronic Means: Marianne E. Fasano and Christy L. Ford

3. **Comments from the Audience**

The Trustees and Director Scheetz extended their congratulations to the newly elected Trustees.

There were no additional comments from the audience.

4. **Approve the Agenda**

Trustee Smith asked whether there were any changes to the agenda.

Motion by Trustee Smith to approve the agenda, as presented. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Garrett, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 6–0, with one member absent.

5. **Approve the Minutes**

a. Committee of the Whole Meeting, Thursday, 4 March 2021

Trustee Smith asked whether there were any changes to the minutes.

Motion by Trustee Smith to approve the minutes of the Committee of the Whole meeting, as presented. Seconded by Trustee Garrett. Roll Call: Trustee Culotta, aye; Trustee Garrett, aye; Trustee Larson aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 6–0, with one member absent.

b. Closed Session, Thursday, 4 March 2021

Trustee Smith stated that the minutes for the Closed Session on Thursday, 4 March 2021, were deferred to a future meeting at the request of Director Scheetz.

6. **Room Management & Event Registration** (Communico LLC) (Standing Committee on Outreach)

Trustee Smith stated that the purpose of this agenda item was to present a proposal for Board approval to migrate to a new software platform from Communico LLC for meeting room management and program registration.

Director Scheetz noted that the Library's current software package from Demco Software is languishing from lack of support and development. He reported that Patricia A. Leonard, the Library's Promotional Services Manager, has recommended that the Library migrate to the Communico LLC platform, and he supported that recommendation.

The terms of the proposal from Communico LLC are as follows:—

RAILS Group Purchase

Base Package (3 applications): Control / Connect / Create
Modules (4 applications): Reserve / Attend / Broadcast / Engage
Initial Agreement and Cost: 2 years; \$7,500.00 per year; fixed
Implementation Fee: Waived (a savings of \$2,275.00)

Description of Modules / Applications

- Connect is a third-party connection engine to allow import and export of data.
- Control is a cloud-based control panel to manage the platform.
- Create is a content-management system (CMS) and widget-builder.
- Reserve is a room- and asset-management system.
- Attend is an event- and program-registration and management system.
- Broadcast is a digital signage module.
- Engage is a mobile application.

Leonard and Hans P. Kaiser, the Library's Graphic Designer / Webmaster presented an overview of the platform and software modules, as well as the basis for the proposal to migrate to a new system. Discussion followed.

Trustee Smith made several positive observations based on her review of the Communico LLC platform, which she found impressively robust, satisfyingly library-specific, and progressively future-oriented.

In response to a question from Trustee Smith, discussion followed on technical support for the Communico LLC platform, which Leonard reported was housed and maintained by the company on its own servers.

In response to a question from Trustee Russo, discussion followed on the end-user's experience.

Leonard noted that patrons can use the calendar to search for programs, which they can save in their account and use to build their own program schedule. Further, based on their interests, the platform can notify patrons of upcoming programs.

In response to a question from Trustee Smith, Kaiser stated that the proposed platform will integrate well with the Library's Web site, offer the Library many options to incorporate widgets to make the Library's Web site more user-friendly, and provide a better overall experience for patrons,

In response to a question from Trustee Russo, discussion followed on training.

In response to a question from Trustee Garrett, discussion followed on the availability of the proposed platform at area libraries and Batavia's opportunities to explore how it works.

Leonard reported that several area libraries have migrated to the new platform, including the St. Charles Public Library District. She has used the software firsthand, as St. Charles is her home library.

The consensus of the Committee of the Whole supported the proposal.

Motion

Motion by Trustee Smith to recommend that the Board of Library Trustees approve the Library's migration to a new software platform from Communico LLC for meeting room management and program registration and authorize Director Scheetz to execute a two-year agreement with Communico LLC under the terms of a RAILS Group Purchase package, in the fixed amount of \$7,500,00 per year. Seconded by Trustee MacKenzie. Roll Call: Trustee Culotta, aye; Trustee Garrett, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 6-0, with one member absent.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

Kaiser left the meeting at 6:24 p.m.

7. **Summer Hours in the Time of Coronavirus** (Standing Committee on Policy)

Trustee Smith stated that the purpose of this agenda item was to present a proposal for Board approval to change the 2021 summer hours (only) on Sunday from 1:00–4:00 p.m. to 1:00–5:00 p.m. (+1 hour).

Hours of Service: An Overview

Director Scheetz displayed a chart to illustrate the Library’s current hours of service in April 2021.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM	S						
2:00 PM	S						
3:00 PM	S						
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

Key

Current Hours = 53 Hours per Week
Original Hours = 16 Hours per Week (for 69 Hours per Week)
S = Summer Hours

He noted that the Library closed its building in mid-March 2020, then later reopened with reduced hours of service, and is now gradually restoring its hours of service to the original, pre-coronavirus schedule.

Pursuant to Steps 2–3 of the “Plan to Reopen the Library” (as approved by the Board on 21 July 2020), which authorized the Library Director to restore hours of service based on the premise, “if ready, then proceed,” Director Scheetz (with the support of the Library’s Reopening Team) recently announced plans to restore four hours of service on Tuesdays and Thursdays, effective 1 June 2021, for a total of 12 hours of service each day.

Director Scheetz reported that the Library’s current hours of service were established by Resolution of the Board of Library Trustees on 16 August 2005 (Resolution 2005–012), which increased the winter hours on Sunday by one hour, from 1:00–5:00 p.m. (4 hours) to 12:00–5:00 p.m. (5 hours). The summer hours on Sunday—1:00–4:00 p.m. (3 hours)—were not changed.

Proposed Change in Hours on Sunday

Trustee Smith presented an overview of her report, which was included in the Committee packet. She reported two significant reasons for the proposed change in summer hours:—

- Consistency in service hours throughout the year as a benefit to patrons.
- Speak Up! Recommendation 2–5, “Maintain and/or expand hours of operations.”

Trustee Smith acknowledged a dichotomy in the proposal. While it adds one hour to the current hours of service during the summer (+1, from 3 hours to 4 hours), it takes one hour away from the current hours of service during the school year (–1, from 5 hours to 4 hours).

She expressed a preference for consistent service hours throughout the year as a benefit to patrons and noted that the current proposal was a compromise and a temporary measure in the time of coronavirus, which she described as a “pandemic Band-Aid®.” A lively discussion ensued on a variety of topics, including but not limited to the following issues.

- Staffing and scheduling work shifts.
- Maintaining a year-round schedule of 5 hours (or more) on Sundays.
- Increasing service hours on Saturdays, Sundays, and (especially) Fridays.

The consensus of the Committee of the Whole supported expanding the hours of service in 2021 *only* by increasing the summer hours on Sunday by one hour, from 1:00–4:00 p.m. to 1:00–5:00 p.m.

The Committee of the Whole suggested a consistent, year-round approach to Sunday hours subject to further review by the Committee of the Whole prior to Labor Day.

In Summary

The proposed change in summer hours on Sunday, in combination with the Library Director’s restoration of regular hours on Tuesdays and Thursdays, results in the following hours of operation (60 hours per week), effective Tuesday, 1 June 2021:—

Sunday.....	1:00–5:00 p.m.
Monday, Wednesday.....	9:00 a.m.–5:00 p.m.
Tuesday, Thursday.....	9:00 a.m.–9:00 p.m. [pre-pandemic hours]
Friday–Saturday.....	9:00 a.m.–5:00 p.m. [pre-pandemic hours]

Motion

Motion by Trustee Smith to recommend that the Board of Library Trustees expand the Library’s summer hours on Sunday from 1:00–4:00 p.m. to 1:00–5:00 p.m. (+1 hour), effective Tuesday, 1 June 2021. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Garrett, nay; Trustee Larson aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 5–1, with one member absent.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

8. **Policy on Fines and Fees** (Standing Committee on Finance)

Trustee Smith stated that the purpose of this agenda item was to present for Board approval an amendment to the “Policy on Fines and Fees.”

Proposed Amendment

Fines for Overdue Materials

1. **Fine Rates**

- a. **Default Rate for General Collection:** The fine rate for all types of materials, except those designated as Special Collections, is 10¢ per day.
- b. **Rates for Special Collections:** The Library Director is authorized to designate selected Item Types as Special Collections and approve fine rates for such Special Collections at either \$1.00 per day or \$5.00 per day, based on the following criteria:—
 - (1) Number of items in the collection
 - (2) Demand for and supply of items in the collection
 - (3) Relative cost of items in the collection
- c. **Official Record:** An official record of items designated by the Library Director as Special Collections shall be maintained by the Circulation Services Manager as an appendix to this policy, a copy of which shall be kept in the Business Office.
- d. **In Summary:**—

Type of Material	Overdue Fine per Day
General Collection (e.g., books, magazines, videos on DVD, &c.)	10¢
Special Collection, Category 1 (e.g., hotspots, &c.)	\$1.00
Special Collection, Category 5	\$5.00

2. **Maximum Fines**

- a. **Formula:** The formula for calculating maximum fines was established by the Library’s consortium, as follows:—
 - Maximum Fine = Daily Fine Rate × 42 Days
- b. **Exception to Formula:** Notwithstanding the formula, the maximum fine shall not exceed the original retail cost of the item.
- c. **Interlibrary Loan**
 - (1) **Member Libraries in the Consortium:** As established by the Library’s consortium, items from another member library checked out at Batavia are subject to Batavia’s rules.
 - (2) **All Other Libraries:** The maximum fine (if any) is set by the lending library, defined as the library that owns the item and lends it to Batavia.

Background & Discussion

Director Scheetz reported that the Library’s “Policy on Fines and Fees” was adopted by the Board of Library Trustees on Tuesday, 21 November 2000, and amended on three occasions, as follows:—

- Amended by the Board of Library Trustees on 16 August 2005 (Ordinance 2005–007)
- Amended by the Board of Library Trustees on 16 October 2007 (Collection Services)
- Amended by the Board of Library Trustees on 15 September 2009 (Ordinance 2009–008)

As a member of SWAN Library Services, a consortium of libraries that operates an integrated library system (ILS),¹ the Library is obliged to comply with certain practices related to Item Types and Patron Types established (by SWAN) for the greater good of the ILS. Such “consortium practices” (in the future) may conflict with elements in the “Policy on Fines and Fees” and may change from time to time.

Further, the advent of new (or, in the case of the Library of Things, resuscitated) areas of service will require different approaches to service charges, which in turn will require a wholesale review of the current policy, which, said Director Scheetz, is now in progress.

In the meantime, selected changes proposed by SWAN require immediate, short-term action, so Director Scheetz recommended the proposed amendment to the “Policy on Fines and Fees,” as presented (above). Discussion followed.

In response to a question from Trustee Smith, discussion followed on the changes; that is, the effect of the amendment on the current policy statement.

In response to a question from Trustee Russo, discussion followed on the protocol for naming the Special Collections.

Director Scheetz noted that the name of each Special Collection reflected the daily fine rate for that collection—e.g., the daily fine rate “Special Collection 5” is \$5.00—which allows for future expansion.

In response to a question from Trustee Culotta, discussion followed on the plan to communicate the changes to the community.

The consensus of the Committee supported the proposed amendment to the “Policy on Fines and Fees.” The Committee requested (for such changes in the future) a side-by-side comparison of the original and revised versions for the Trustees’ convenience in reviewing such proposals.

Motion

Motion by Trustee Smith to recommend that the Board of Library Trustees approve the amendment to the “Policy on Fines and Fees,” as presented. Seconded by Trustee Russo. Roll Call: Trustee Culotta, aye; Trustee Garrett, aye; Trustee Larson aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 6–0, with one member absent.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

9. **Working Budget for 2021–2022** (Preliminary Budget) (Standing Committee on Finance)

Trustee Smith stated that the purpose of this agenda item was to present an overview of the proposed Working Budget for 2021–2022 in preliminary form.

Director Scheetz reported that the Library Accountant / Finance Specialist was unable to attend the Committee of the Whole meeting and provided a written report, which was included in the packet.

Trustee Culotta, as Finance Committee chair, presented an overview of the proposed Working Budget for 2021–2022 in preliminary form.

¹Since 1 May 2018 (the first day live), Batavia Public Library is a member of the System Wide Automated Network (SWAN) consortium, also known as SWAN Library Services.

Revenues and Expenses

- **Revenue from Property Taxes** (including a reserve of 0.5% against uncollected taxes) are projected at \$4,450,700, an increase of approximately \$134,400 (or 3%) over the current year, based upon the Kane County Tax Computation Report dated 26 March 2021.

In Fiscal Year 2021–2022, revenue from property taxes will account for about 98% of the Library’s Working Budget.

- **Other Expenses**, at this point in time, are for the most part a reallocation of the budgeted amounts for the current year.

Guidelines as accepted (by consensus) by the Committee of the Whole in March 2021

- **Books and Other Materials:** Develop a budget for books and other materials, contingent upon available revenue

Note: The new, 2019 standards include the following statement: “The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons.” (Collection Management Standard 1)

In accordance with the *Standards for Illinois Public Libraries* and as a demonstration of the importance of the collection to community service, books and other materials account for 11.7% of the proposed Working Budget.

- **Salary Issues:** Use a basis in the range of 2.0% to 3.0% to calculate the Special Adjustment (in lieu of merit pay) to implement “Minimum Wage Law: Transition Plan for Year 3” and
- **Personnel Complement:** Budget for additional staff positions and/or hours using options identified in the Staffing Assessment, contingent upon available revenue

The proposed Working Budget for salaries was based on calculations for filled positions, open positions (as identified in the Position Control Report), substitute employees, projected salary adjustments (to be discussed further in closed session), and new positions.

- **Reserve Funds:** The guideline on Reserve Funds (as adopted in February 2019) states, “Budget 4.0% of the revenues in the Library Fund for the Special Reserve Fund or the following amounts, whichever are higher:—

“Fiscal Year 2020–2024: Budget \$600,000 for Special Reserve Fund

“Fiscal Year 2025—: Budget \$300,000 for Special Reserve Fund”

The proposed Working Budget includes \$600,000 as a transfer to the Special Reserve Fund.

- **Overall:** Make a good faith effort to control expenditures and improve revenues without diminishing the overall quality of service

No further action by the Board of Library Trustees is required. The Committee of the Whole will review the Working Budget for 2021–2022 in final form at its May meeting.

10. **Technology Advisory Committee** (Standing Committee on Facilities)

Trustee Smith stated that the purpose of this agenda item was to provide an opportunity for an initial discussion towards the establishment of a Technology Advisory Committee.²

In response to an open question from Trustee Garrett, discussion followed on the purpose, need, makeup, and charge of such a committee.

The consensus of the Committee was that the Board of Library Trustees should establish the purpose and charge of such a committee in advance of its launch—and before recruiting members to serve on it, out of respect for the participants.

In response to a comment by Trustee Smith, discussion followed on the structure of such advisory committees in higher education and participation by community representatives.

Trustee Garrett suggested recruiting members in a manner similar to that used for the Speak Up! Community Engagement Initiative. Discussion followed.

Director Scheetz said that he was happy to replicate that process for the Technology Advisory Committee.

The consensus of the Committee supported a Trustee serving on the advisory committee.

In response to a comment by Trustee Russo, discussion followed on the advisory committee's charge and focus, as well as the need to identify the types of information that is most useful for the Library or the community it serves.

In response to a question from Trustee Russo, discussion followed on whether to assign the work of developing the Technology Advisory Committee to the Standing Committee on Facilities or a new ad hoc committee.

The consensus of the Committee was to continue the process at the Committee of the Whole level.

Other topics for future discussion include whether such a committee would advise the Board of Library Trustees directly or the Standing Committee on Facilities, and how often it would meet (e.g., quarterly, biannually, annually, etc.).

Director Scheetz noted that, as a subordinate body of the Board of Library Trustees, such an advisory committee is subject to the Open Meetings Act.

The Committee requested Director Scheetz to identify such advisory committees at other public libraries and gather sample organizational documents and other useful materials from them.

Trustee Smith said that she would do the same for such advisory committees in higher education.

The Committee of the Whole deferred further discussion to the newly constituted Board of Library Trustees (and Standing Committee on Facilities).

²The tentative name was since changed to Technology Advisory Group (TAG).

11. **A closed session** for “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2)

Motion by Trustee Smith to enter closed session for the purpose stated. Seconded by Trustee Larson. Roll Call: Trustee Culotta, aye; Trustee Garrett, aye; Trustee Larson aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 6–0, with one member absent.

The Committee of the Whole entered closed session at 7:54 p.m.

The Committee of the Whole returned to open session at 8:18 p.m.

12. **Library Plan for Implementation of Amended Minimum Wage Law, Year 3** (Standing Committee on Policy)

Trustee Smith stated that the purpose of this report is to recommend the approval of a proposal to establish guidelines to implement the amended Minimum Wage Law (Public Act 101–0001; eff. 2/19/2019) for Year 3 (and perhaps guidelines for Years 4–6 based on standard, well-established factors).

In summary, Director Scheetz reported that the following actions were presented for approval by the Board of Library Trustees:—

Revised Salary Schedule: Approve a Revised Salary Schedule for 2021–2022 only, which includes the following changes:—

- Pursuant to the Library Plan, the Minimum Rate for Pay Grade 2 is \$12.00 per hour.
- The Salary Range Midpoint Progression (or Differential) is 13.6% (as compared to 14.3% for 2020–2021 and 15.1% from May 2009 through 30 June 2020).

As requested by the Committee of the Whole in February 2021, the Human Resources Manager and Library Director will explore other options related to the Salary Schedule for review in November 2021 (for the following fiscal year).

Salary Adjustments: Approve a “Transition Plan for Year 3” only, in which eligible employees receive an equitable Special Adjustment (in lieu of a Merit Adjustment) to their hourly rates— which is based on a percentage calculation—to ensure that the following objectives are met:—

- Batavia Public Library complies with the amended Minimum Wage Law.
- Each eligible employee will receive (as a “special adjustment”) a 3.0% increase for Year 3 (2021–2022).
- The **only threshold** that shall apply to this process is the **actual minimum wage** for each Fiscal Year (as previously approved by the Board in the Transition Plan), regardless of the Range Minimum for each Pay Grade.
- No eligible employee shall fall below the **actual minimum wage** (\$12.00) in 2021–2022.
- Each eligible employee is not subject to salary compression.

NOTES TO SALARY ADJUSTMENTS

- The “Transition Plan for Year 3” is designed to serve as a model for Years 4–6 of the “Library Plan.”

Note: The Transition Plan for Years 4–6, which relates solely to salary adjustments, is subject to change based on changes to the exploration of other options related to the Salary Schedule, as described above in the discussion on “Revised Salary Schedule.”

- Most employees are “eligible employees”; however, compensation for the Library Director is set by the Board of Library Trustees and Library Pages are subject to the “Compensation Plan for Library Page.”
- The Special Adjustment is based on a percentage calculation.

a. **Policy on Implementation of the Amended Minimum Wage Law, Year 3:** In summary:—

- Approve the “Revised Salary Schedule for 2021–2022,” as described above.
- Approve the “Transition Plan for Year 3” for Special Adjustments to employees’ hourly rates, as described above.

Motion by Trustee Smith to recommend that the Board of Library Trustees approve the “Policy on Implementation of the Amended Minimum Wage Law, Year 3,” as presented. Seconded by Trustee Culotta. Roll Call: Trustee Culotta, aye; Trustee Garrett, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 6–0, with one member absent.

The Committee requested Director Scheetz to include this item on the Consent Agenda.

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

Leadership Practices Inventory® (LPI®) / Appraisal for the Library Director: Trustee Smith reminded the Trustees that they would receive the results of the LPI® via email and were scheduled to complete Director Scheetz’s performance appraisal at the regular meeting on Tuesday, 20 April 2021.

14. **Future Agenda Items**

Director Scheetz noted that, in the absence of separate committee meetings, this report was provided for purposes of information and planning.

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.

- {NEW} Streetscape Project (City of Batavia): Water Street
- 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.

- Note: A 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.

- Retrospective Review of the Temporary Closure in Relation to COVID-19 Crisis
- Annual Goal Plan for the Library Director for July 2021–June 2022
- {NEW} Succession Plan / Policy on Succession
- Bylaws of the Board of Library Trustees
- Request for Proposals for the Operation of a Café at the Batavia Public Library
- 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

15. **Next Meetings or Events**

- 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.]*
- 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”*
- Deadline for Nominations for Recognition as a Library Leader (in odd-numbered years, the third Monday in April), Monday, 19 April 2021*
- Board of Library Trustees (Regular Meeting), Tuesday, 20 April 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

- e. *Preservation Week (12th Annual Observance, 2010–2021), Sunday–Saturday, 25 April–1 May 2021 — launched by the Association for Library Collections & Technical Services (ALCTS) to celebrate collecting and preservation on the community level (&c.)*
- f. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Friday, 30 April 2021 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- g. *Children’s Book Week (103rd Annual Observance), Monday–Sunday, 3–9 May 2021 — “A great nation is a reading nation.”—Melcher*
- h. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 6 May 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- i. ***Board of Library Trustees (Regular Meeting), Tuesday, 18 May 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
The transition to the new Board will take place at the end of the Regular Meeting.
- j. *Sunday before Memorial Day, Sunday, 30 May 2021, Library Closed*
- k. *Memorial Day (last Monday in May), Monday, 31 May 2021, Library Closed [F]*
- l. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 3 June 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***

16. **Adjournment**

Motion by Trustee Smith to adjourn the meeting. Seconded by Trustee Garrett. Roll Call: Trustee Culotta, aye; Trustee Garrett, aye; Trustee Larson, aye; Trustee MacKenzie, aye; Trustee Russo, aye; Trustee Smith, aye. The motion carried, 6–0, with one member absent.

Trustee Smith declared the Committee of the Whole meeting adjourned at 8:21 p.m.

Respectfully submitted,

Jo Ann Smith
President

Daniel R. Russo
Secretary