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## AGENDA

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

#### *Special Meeting*

Tuesday • 29 June 2021

7:00 p.m. (or immediately following the Standing Committee on Policy)

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 28 May 2021.

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. **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.

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.

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4. **Approve the Agenda** {ROLL CALL VOTE}
  5. **Architectural Services** (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
  6. **Future Agenda Items** (REPORT)
    - Request for Proposals for a New Telephone System
    - A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property (July 2021)
    - Technology Advisory Group (August 2021)
    - Independent Technology Audit
    - Walk the Property (July–August 2021)
    - Annual Schedule of Capital Projects (July–September 2021)
    - Technology Plan (August–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
  7. **Comments from the Committee**
  8. **Next Meetings or Events**
    - a. *ALA Annual Conference & Exhibition (Virtual), Wednesday–Tuesday, 23–29 June 2021*
    - b. *Independence Day, Sunday, 4 July 2021, Library Closed*
    - c. *Independence Day (Observed), Monday, 5 July 2021, Library Closed [F]*
    - d. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 8 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
    - e. **Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
    - f. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
    - g. **Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
    - h. *Staff Development Day (4th Friday in August), Friday, 27 August 2021, Library Closed*
    - i. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
    - j. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
    - k. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
    - l. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
    - m. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
    - n. **Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
  9. **Adjournment** {ROLL CALL VOTE}

