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AGENDA

Standing Committee on Policy • Board of Library Trustees • Batavia Public Library District

Special Meeting

Tuesday • 29 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 28 May 2021.

This meeting of the Standing Committee on Policy 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 Standing Committee on Policy 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.

4. **Approve the Agenda {ROLL CALL VOTE}**

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 POLICY: The focuses of the Policy Committee are human resources, related policies and services, strategic planning, and general policies.

5. **Operation of a Café at the Batavia Public Library** (DISCUSSION and/or ACTION ITEM)
{ROLL CALL VOTE}
6. **Annual Goal Plan for the Library Director for July 2021–June 2022** (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
7. **Hours of Service** (DISCUSSION ITEM)
8. **Future Agenda Items** (REPORT)
 - Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
 - Policy on Leave of Absence without Pay (August–September 2021)
 - Succession Plan / Policy on Succession
 - Bylaws of the Board of Library Trustees
 - Organizational Identity: Statement of Purpose (Trust & Track Institute) (August–September 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 a Safe and Healthful Workplace
 - Self-Appraisal for Board of Library Trustees (April 2022)
9. **Comments from the Committee**
10. **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***
11. **Adjournment** {ROLL CALL VOTE}