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AGENDA

Board of Library Trustees • Batavia Public Library District

Committee of the Whole Meeting

Thursday • 9 September 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 20 August 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 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.

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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.

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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:** Committee of the Whole Meeting, Thursday, 5 August 2021 {ROLL CALL VOTE}
 6. **Telecommunications & Information Technology** (Standing Committee on Facilities)
 - a. **New Telephone System** (ClientFirst Consulting Group LLC) (ACTION ITEM) {ROLL CALL VOTE}
 - b. **Upgrade Network Switches** (Webit Services Inc.) (ACTION ITEM) {ROLL CALL VOTE}
 7. **Roof Repair** (NIR Roof Care Inc.) (Standing Committee on Facilities) (ACTION ITEM)
{ROLL CALL VOTE}
 8. **Architectural Services** (Standing Committee on Facilities) (DISCUSSION and/or ACTION ITEM)
{ROLL CALL VOTE}
 9. **A Lease for the Operation of a Café at the Batavia Public Library** (Flyleaf Bakery Café LLC)
(Standing Committee on Policy) (ACTION ITEM) {ROLL CALL VOTE}
 10. **Policy on 3D Printing** (Standing Committee on Policy) (ACTION ITEM) {ROLL CALL VOTE}
 11. **Comments from the Committee of the Whole**
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12. **Future Agenda Items** (REPORT)

In the absence of separate committee meetings, this report is provided for purposes of information and planning.

 - a. **Facilities Issues** (Trustee Deitchman, *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.

 - Architectural Services (September 2021)
 - Annual Schedule of Capital Projects (September–October 2021)
 - Independent Technology Audit
 - Technology Plan
 - Walk the Property
 - 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 (October 2021)
 - c. **Outreach Issues** (Trustee Larson, *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.

 - Technology Advisory Group (TAG)
 - Policy on Exhibit Spaces, Bulletin Boards, and Literature Racks
 - Telephone for Public Use
 - Recognition as a Library Leader (April 2023)
 - d. **Policy Issues** (Trustee Russo, *Chair*)

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

 - Annual Goal Plan for the Library Director for July 2021–June 2022 (September 2021)
 - Minimum Wage Law: Transition Plan for Year 4 (October–November 2022)

- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Succession Plan / Policy on Succession
- Bylaws of the Board of Library Trustees
- Policy on Leave of Absence without Pay
- 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 a Safe and Healthful Workplace
- Self-Appraisal for Board of Library Trustees (April 2022)
- Personnel Complement Detail and Authorized Personnel Strength (June 2022)

13. ***Next Meetings or Events***

- a. *Library Card Sign-Up Month, September 2021 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- b. *Sunday before Labor Day, Sunday, 5 September 2021, Library Closed*
- c. *Labor Day (1st Monday in September), Monday, 6 September 2021, Library Closed [F]*
- d. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
- e. ***Standing Committee on Policy, Thursday, 16 September 2021, 6:00 p.m., Meeting Will Take Place Via Electronic Means***
- f. ***Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room***
- g. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- h. *Banned Books Week: Celebrating the Freedom to Read (40th Annual Observance, 1982–2021), Sunday–Saturday, 26 September–2 October 2021 — 2021 Theme: Books Unite Us. Censorship Divides Us.*
- i. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- j. *TeenTober (formerly Teen Read Week™ in October and Teen Tech Week in March), October 2021 — launched in 2019 to celebrate teens and teen services in libraries*
- k. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- l. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- m. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- n. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- o. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- p. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- q. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*

- r. *Fall Children's Book Week (since 2019), Monday–Sunday, 8–14 November 2021 — “A great nation is a reading nation.”—Melcher — 2021 Theme: Reading Is a Superpower [Note: In a story fraught with irony, the original Children's Book Week was moved from November to May in 2008.]*
 - s. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*
 - t. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
 - u. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
 - v. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
 - w. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
 - x. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
 - y. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
14. **Adjournment {ROLL CALL VOTE}**

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