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AGENDA

Board of Library Trustees • Batavia Public Library District

Regular Meeting

Tuesday • 21 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. **Pledge of Allegiance to the Flag**
 3. **Call the Roll**

4. **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.

5. **Approve the Consent Agenda (ACTION ITEM) {ROLL CALL VOTE}**

Any Board member may request removal of item(s) to the regular agenda for further discussion, or the addition of item(s) from the regular agenda to the consent agenda.

a. **Minutes**

- (1) Committee of the Whole Meeting, 5 August 2021
- (2) Regular Meeting, Tuesday, 17 August 2021
- (3) Special Meeting, Tuesday, 24 August 2021 [Retreat]

b. **Expenditures**

- (1) Expenditures (“Cash Disbursement Detail Report”): August 2021

c. **Other Action Items**

- (1) A Lease for the Operation of a Café at the Batavia Public Library (Flyleaf Bakery Café LLC) (Standing Committee on Policy / Committee of the Whole)
- (2) Roof Repair (NIR Roof Care Inc.) (Standing Committee on Facilities / Committee of the Whole)
- (3) Telecommunications & Information Technology: New Telephone System (Telcom Innovations Group LLC) (Standing Committee on Facilities / Committee of the Whole)
- (4) Telecommunications & Information Technology: Upgrade Network Switches (Webit Services Inc.) (Standing Committee on Facilities / Committee of the Whole)
- (5) Architectural Services (Sheehan Nagle Hartray Architects Ltd.) (Standing Committee on Facilities / Committee of the Whole)
- (6) Construction Management Services (Frederick Quinn Corporation / FQC Construction Management) (Standing Committee on Facilities)

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

7. **Financial Reports: August 2021**

- 2020–2021 Working Budget — through 30 June 2021
- 2021–2022 Working Budget
- 2021–2022 Cash & Investments

8. **President’s Report**

9. **Good News / Comments from the Board**

10. **Correspondence and Communications**

11. **Director’s and Librarians’ Reports: August 2021**

12. **Annual Goal Plan for the Library Director for July 2021–June 2022** (Standing Committee on Policy) (ACTION ITEM) {ROLL CALL VOTE}

13. **Concrete Repair Consulting Services** (Building Technology Consultants Inc.; Proposal No. 21–P870) (Standing Committee on Facilities) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}

14. **Telephone System Consulting Services, Phase 2: Implementation & Project Management Services** (ClientFirst Consulting Group LLC) (Standing Committee on Facilities) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}

15. **Future Agenda Items (REPORT)**

16. **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. **Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room**

- c. *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.*
- d. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- e. *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*
- f. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- g. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- h. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- i. ***Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- j. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- l. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- m. *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.]*
- n. *Veterans Day, Thursday, 11 November 2021, Library Open [F]*
- o. ***Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- p. *Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- q. *Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*
- r. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- s. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- t. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- u. *Christmas Eve (Observed), Thursday, 23 December 2021, Library Open*
- v. *Christmas (Observed) | Christmas Eve, Friday, 24 December 2021, Library Closed*
- w. *Christmas, Saturday, 25 December 2021, Library Closed [F]*
- x. *Sunday after Christmas, Sunday, 26 December 2021, Library Closed per “Policy on Holidays”*

17. **Adjournment** {ROLL CALL VOTE}

