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## AGENDA

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

### *Special Meeting*

Thursday • 16 September 2021 • 6:00 p.m.

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 20 August 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 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](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 Board of Library Trustees 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. **Approve the Agenda** {ROLL CALL VOTE}
  4. **Approve the Minutes**
    - a. Special Meeting, Tuesday, 29 June 2021
    - b. Special Meeting, Thursday, 22 July 2021
  5. **Annual Goal Plan for the Library Director for July 2021–June 2022** (DISCUSSION and/or ACTION ITEM) {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.

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

- Hours of Service
- Standards for Illinois Public Libraries
- Succession Plan / Policy on Succession
- Minimum Wage Law: Transition Plan for Year 4 (October–November 2022)
- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Bylaws of the Board of Library Trustees
- Policy on Leave of Absence without Pay
- Organizational Identity: Statement of Purpose (Trust & Track Institute) (January 2022)
- Organizational Identity: Statement of Vision
- 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)

7. **Comments from the Committee**

8. **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. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.) (Sunday after Labor Day) — Sunday, 12 September 2021*
- c. **Reception for Library Leader, Sunday 19 September 2021, 2:00 p.m., Founders Room**
- d. **Board of Library Trustees (Regular Meeting), Tuesday, 21 September 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- e. *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.*
- f. *155th Anniversary of Library Service in Batavia (October 1866–2021), October 2021*
- g. *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*
- h. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 7 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- i. *Columbus Day (Observed) (2nd Monday in October), Monday, 11 October 2021, Library Open [F]*
- j. *ILA Annual Conference (Virtual Conference), Tuesday–Thursday, 12–14 October 2021*
- k. **Board of Library Trustees (Regular Meeting), Tuesday, 19 October 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- l. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 4 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- m. *Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- n. *International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- o. *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.]*

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