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## AGENDA

### Board of Library Trustees • Batavia Public Library District

#### *Committee of the Whole Meeting*

Thursday • 4 November 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 15 October 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](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**

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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, 9 September 2021 {ROLL CALL VOTE}
  6. **An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2021–2022** (Tax Year 2021) (ORDINANCE 2021–008) (Standing Committee on Finance) (ACTION ITEM) {ROLL CALL VOTE}
  7. **Illinois Libraries Present: An Intergovernmental Agreement for Joint Purchasing of Library Programs, Events, and Services** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
  8. **Illinois Public Library Per Capita Grant**
    - a. **Standards for Illinois Public Libraries: Review of Standards** (Progress Report 2) (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
    - b. **A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2021–2022 Illinois Public Library Per Capita Grant** (Illinois State Library) (RESOLUTION 2021–012) (Standing Committee on Finance) (ACTION ITEM) {ROLL CALL VOTE}
  9. **Biannual Review of Closed Sessions**, as required by 5 ILCS 120/2.06(d) (Board Secretary) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
  10. **Succession Issues** (Progress Report 1): Identify Key Positions (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM)
  11. **Comments from the Committee of the Whole**
    - Board Schedule: No Meetings in December 2021
    - Board Meetings: Access to Packets; Board Meeting Software Solutions; &c.
    - Board Education: Reading Financial Reports
    - Emergency Purchase pursuant to the Policy on Purchasing and Authority to Spend
  12. **A closed session** for “Deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(2) {ROLL CALL VOTE TO ENTER CLOSED SESSION}

NOTE ON PROCEDURE: In order to enter Closed Session (after the motion is passed), the Host will move all non-participants to the Waiting Room. When the Board leaves Closed Session, the host will allow people in the Waiting Room back to the meeting.
  13. **Library Plan for Implementation of Amended Minimum Wage Law, Year 4** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
  14. **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.*

      - Annual Schedule of Capital Projects (January 2022)
      - 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 (January 2022)

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.*

- Board Education: OpenGov (January 2022)
- 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.*

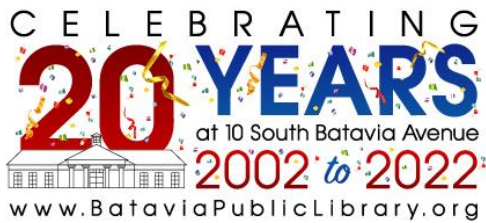
- Minimum Wage Law: Transition Plan for Year 4 (January / February 2022)
- Succession Issues (Progress Report 2) (February 2022)
- Standards for Illinois Public Libraries: Accessibility of Policy Statements
- Visibility
- Retrospective Review [of the Temporary Closure in Relation to COVID-19 Crisis]
- Bylaws of the Board of Library Trustees
- Policy on Leave of Absence without Pay
- Organizational Identity: Statement of Purpose (Trust & Track Institute) (April 2021)
- 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)

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15. **Next Meetings or Events**

- Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 7 November 2021*
- International Games Week, Sunday–Saturday, 7–13 November 2021 — launched in 2008 to focus on the social and recreational side of gaming*
- 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.]*
- Veterans Day, Thursday, 11 November 2021, Library Open [F]*
- Board of Library Trustees (Regular Meeting), Tuesday, 16 November 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- Thanksgiving Eve, Wednesday, 24 November 2021, Library Closed at 5:00 p.m.*
- Thanksgiving (4th Thursday in November), Thursday, 25 November 2021, Library Closed [F]*

- h. *Day after Thanksgiving, Friday, 26 November 2021, Library Open*
- i. ***Board of Library Trustees (Committee of the Whole Meeting), Thursday, 9 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- j. ***Board of Library Trustees (Regular Meeting), Tuesday, 21 December 2021, 6:00 p.m., Meeting Will Take Place via Electronic Means***
- k. *Christmas Eve (Observed), Thursday, 23 December 2021, Library Open*
- l. *Christmas (Observed) | Christmas Eve, Friday, 24 December 2021, Library Closed*
- m. *Christmas, Saturday, 25 December 2021, Library Closed [F]*
- n. *Sunday after Christmas, Sunday, 26 December 2021, Library Closed per “Policy on Holidays”*
- o. *New Year’s Eve (Observed), Thursday, 30 December 2021, Library Open*
- p. *New Year’s Day (Observed) | New Year’s Eve, Friday, 31 December 2021, Library Closed*
- q. *New Year’s Day, Saturday, 1 January 2022, Library Closed [F]*
- r. *Birthday of Martin Luther King, Jr. (Observed) (3rd Monday in January), Monday, 17 January 2022, Library Open [F]*
- s. *ALA Midwinter Meeting (San Antonio), Friday–Tuesday, 21–25 January 2022*



- t. {NEW} *20 Years at 10 South Batavia Avenue (27 January 2002–2022), Thursday, 27 January 2022 — anniversary of the grand opening*

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