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AGENDA

Board of Library Trustees • Batavia Public Library District

Committee of the Whole Meeting

Thursday • 7 April 2022 • 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 4 March 2022.

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.

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**
 - a. Closed Session, Thursday, 4 November 2021 {ROLL CALL VOTE}
 - b. Committee of the Whole Meeting, Thursday, 6 January 2022 {ROLL CALL VOTE}
 - c. Closed Session, Thursday, 6 January 2022 {ROLL CALL VOTE}
 6. **A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property** (RESOLUTION 2022–XXX) (Standing Committee on Facilities) (ACTION ITEM) {ROLL CALL VOTE}
 7. **Working Budget for 2022–2023** (Standing Committee on Finance) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 8. **Personnel Complement Detail and Authorized Personnel Strength** (Standing Committee on Policy) (ACTION ITEM) {ROLL CALL VOTE}
 9. **Hours of Service on Sundays** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 10. **Policy on Reference Service** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 11. **Policy on Media Relations** (Standing Committee on Policy) (DISCUSSION and/or ACTION ITEM) {ROLL CALL VOTE}
 12. **Comments from the Committee of the Whole**
 13. **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 (Master Plan and Concept Design)
 - Independent Technology Audit
 - Technology Plan
 - Walk the Property
 - Wi-Fi System
 - Annual Schedule of Capital Projects (July–August 2022)
 - 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.

 - Policy on Fines and Fees (May 2022)
 - Working Budget for 2022–2023 (May–June 2022)
 - Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2022–2023” (June 2022)
 - Public Hearing & Ordinance: An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for the Fiscal Year Beginning 1 July 2022 and Ending 30 June 2023 (July 2022)
 - An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 22) (July 2022)

- An Ordinance Levying an Additional Tax of 0.02% for Buildings and Equipment for Library Purposes, and Maintenance, Repairs, and Alterations of Library Buildings and Equipment in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2022–2023 (Tax Year 2022) (October 2022)
- A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy (October 2022)
 - Note: “The Truth in Taxation Act” [35 Illinois Compiled Statutes 200/18–55 et seq.], requires the Library District to determine the amount of money estimated to be necessary to be raised by the tax levy for each year (“levy”) upon the taxable property in the Library District, not less than twenty (20) days prior to the adoption of the levy.
- Insurance Policies (Business Package, Automobile, Commercial Liability Umbrella, Workers Compensation) (October 2022)
- Annual Financial Report for the Year Ended 30 June 2021 (Independent Auditor’s Report and Financial Statements) (October 2022)
- Public Hearing & Ordinance: 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 2022–2023 (Tax Year 2022) (November 2022)
- A Resolution Approving and Authorizing the Library Director to Execute an Application for a 2022–2023 Per Capita Grant (Illinois State Library) (November–December 2022)
- Library Auditors (November 2023–February 2024)

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.

- Succession Issues
- Standards for Illinois Public Libraries: Review of Standards
- 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)

14. **Next Meetings or Events**

- a. *National Library Week (65th Annual Observance, 1958–2022, yet only the 64th anniversary), Sunday–Saturday, 3–9 April 2022 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2022 Theme: “Connect with Your Library”*
- b. *140th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2022), Monday, 4 April 2022*
- c. *141st Anniversary of the Batavia Public Library (5 April 1881–2022), Tuesday, 5 April 2022*
- d. *National Drop Everything and Read (D.E.A.R.) Day, Tuesday, 12 April 2022 — annual celebration on April 12, the birthday of Beverly Cleary (1916–2021) — who wrote about D.E.A.R. in Ramona Quimby, Age 8 — to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors now promote D.E.A.R. as a month-long event in April.]*
- e. *Good Friday, Friday, 15 April 2022, Library Open [I]*
- f. *Easter, Sunday, 17 April 2022, Library Closed*
- g. **Board of Library Trustees (Regular Meeting), Tuesday, 19 April 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**
- h. *Preservation Week (13th Annual Observance, 2010–2022), Sunday–Saturday, 24–30 April 2022 — launched by the Association for Library Collections & Technical Services (ALCTS) — now Core: ... — to celebrate collecting and preservation on the community level (&c.)*
- i. *Día = El día de los niños / El día de los libros (Children’s Day / Book Day) (27th Annual Observance, 1996–2022), — Saturday, 30 April 2022 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- j. *Children’s Book Week (104th Annual Observance), Monday–Sunday, 2–8 May 2022 — “A great nation is a reading nation.”—Melcher*
- k. **Board of Library Trustees (Committee of the Whole Meeting), Thursday, 5 May 2022, 6:00 p.m., Meeting Will Take Place via Electronic Means**

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

