

## **Public/Legal Notice**

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on November 15, 2017 at 6:30 p.m. pm in the Board Room of the Sugar Grove Public Library located at 125 Municipal Drive/Sugar Grove, Illinois. This meeting is open, and members of the public are welcome to attend.

Any person who has a disability requiring accommodations to participate in this meeting should contact the Sugar Grove Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

## **Agenda**

### **Regular Meeting of the Board of Trustees Sugar Grove Public Library District Wednesday, November 15, 2017 6:30 p.m.**

1. Call to Order/Roll Call and Introduction of Trustees
2. Public Comment – copies of written comments may be given to the Board’s Secretary for inclusion in the Library’s public records\*
  - a. Pledge of Allegiance
3. Approval of Minutes – Action Required
  - October 25, 2017 – Regular Board Meeting
  - October 25, 2017 – Closed Session
4. Correspondence
5. Review of Financial Reports
6. Approval of the October 2017 Check Register – Action Required
  - A review and approval of expenditures for the check register of Oct, 2017 for \$38,950.61
7. Director’s Report
8. Board Representative Reports
  - a. Building and Grounds
  - b. Finance
  - c. Personnel/Policy
  - d. Strategic Planning

9. Friends Report

10. Old Business

11. New business

a. Review of the Audit – Discussion

The audit will be presented in full with additional audit findings.

b. Per Capita Grant Requirements – Discussion

The Board will review Chapters 1-5 of the Trustee Fact File.

The Board will receive and discuss the assignment of a safety webinar.

“Serving our Public” Safety Chapter Review

c. Staff Development Day – Discussion and Action Required

A staff development day is being planned for February for the purposes of team building and safety training. The Board will discuss the day and time for the event.

d. 2018 Calendar of Board Meeting Dates – Action Required

The will adopt the dates and times for Board Meeting dates in 2018.

e. 2018 Holiday Closings – Action Required

The Board will discuss and approve the 2018 Holiday Closings Schedule.

14. Items for next month

15. Adjourn

SUGAR GROVE PUBLIC LIBRARY DISTRICT PUBLIC COMMENT POLICY Adopted 3/10/11

The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner. The Board will include an agenda item for public comment at each of its regular meetings. Persons wishing to make a public comment must be in attendance at the meeting and shall:

- Speak only when recognized by the President of the Board or person conducting the meeting.
- Rise and state their name
- Limit their public comment time to three (3) minutes
- Make public comment that related to Library business only.