

## **Public/Legal Notice**

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on September 27, 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, September 27, 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
  - August 23, 2017 – Regular Board Meeting
4. Correspondence
5. Review of Financial Reports
6. Approval of the August 2017 Check Register – Action Required
  - A review and approval of expenditures for the check register of August, 2017 for \$17,074.67
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

### a. Café Space – Update

An updated will provided with regards to the Café space.

### b. Roof leak and Gutter Repair – Update

An update will be provided about the repairs currently being conducted on the roof and gutters.

## 11. New business

### a. Audit Update – Update and Discussion

### b. HRA Adaptation – Action Required

- The Health Reimbursement Account option for employees will be limited to employer contributions only; four employees may have their available HRA balance reduced to account for MyPay templates administrative error.

## 12. Items for next month

## 13. 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.