

Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on November 20, 2019 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 20, 2019 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 23, 2019 – Regular Board Meeting
 - October 23, 2019 – Closed Session
4. Correspondence
5. Review of Financial Reports
6. Approval of the October 2019 Check Register – Action Required
 - A review and approval of expenditures for the check register for October - \$76,697.41
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. Live and Learn Construction Grant – Discussion
Progress in the research stages of the grant will be discussed.

11. New business

- a. Levy Ordinance 2019-11-20 – Action Required
The annual passage of the levy necessary to secure funding for the Library District.
- b. HRA Reauthorization – Action Required
The annual reauthorization of the Health Reimbursement Account (HRA) that is an employer funded account through Digital Benefits, in the amount of \$1,300 per employee.
- c. Holiday Closing Schedule for 2020 – Action Required
The annual holiday closing schedule for the calendar year 2020 will be reviewed and authorized.
- d. Board Meeting Schedule for 2020 – Action Required
The annual Board meeting schedule for the calendar year of 2020 will be reviewed and authorized.
- e. Chapter Review of “Serving Our Public; Standards for Illinois Libraries” Chapter 3- Discussion
The Board will review Chapter 3, “Personnel” of the SOP manual. This review is a requirement for filing the Per Capita Grant for 2020.
- f. Trustee Fact File – Chapters 11-14 Review- Discussion
The Board will review Chapters 11-14 of the Trustee Fact File, 3rd edition. This review is a requirement for filing the Per Capita Grant for 2020. Trustees may respond with questions or feedback at the December meeting.
- g. Continuing Education Requirement – Discussion
The Board will discuss the information learned from the assigned educational requirement for the per capita grant. The “Community Based Strategic Planning” webinar from RAILS was selected by the Board.

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.