

Public/Legal Notice

Public Notice:

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on July 22, 2020 at 125 S. Municipal Drive in 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.

Due to Phase 4 of the reopening of Illinois plan, In-person meetings may be held. This meeting will be held in the large meeting room to allow for social distancing.

Agenda

**Regular Meeting of the Board of Trustees
Sugar Grove Public Library District
Wednesday, July 22, 2020 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
 - June 24, 2020 – Regular Board Meeting
4. Correspondence
5. Review of Financial Reports
6. Approval of the Check Registers – Action Required
 - A review and approval of expenditures for the check register for June, 2020 – \$58,294.03
7. Director’s Report
8. Board Representative Reports
 - a. Building and Grounds

- b. Finance
- c. Personnel/Policy
- d. Strategic Planning

9. Friends and Foundation Report

10. Old Business

- a. Pandemic Reopening – Discussion
 - Status of opening in first week
 - Discussion of additional hours in subsequent weeks
 - Preliminary draft of employee guidance for exposures (pending)
 - Update on projected fall needs
 - Program limitations in fall

11. New business

- a. Review of Secretary's Minutes – Discussion
The two trustees appointed to review the minutes/agendas in the FOIA binder will discuss any gaps or questions. This action is annual, and also a needed action to apply for per capita grants.
- b. Closed Session Minute Review – Action Required
The Board will review any previously approved closed session minutes and vote to release or retain minutes as closed. Minutes are distributed in meeting.
- c. Closed Session Audio Recordings – Action Required
The Board will review the dates and topics of recorded closed sessions, and per OMA vote to destroy or retain any audio recordings of closed sessions prior to 18 months of the date of the July Board meeting. Recordings prior to January 2019 will be subject of discussion.
- d. Policy 440: Service Animal Policy – Action Required
The Board will review the proposed policy for service animals in the Library.
- e. Walk Through and Review of Foyer Areas – Discussion
Trustees will walk through the front areas of the Library and Café to determine how to proceed with updating and refurbishment needs demonstrated with the Live and Learn Grant. The last “needs” list of the facility will be shared to assess progress.

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.