

### **Public/Legal Notice**

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on November 16, 2022 at 125 S. Municipal Drive in Sugar Grove, Illinois in the Board Room. This meeting is open, and members of the public are welcome to attend.

**Pandemic Meeting Notice:** This meeting of the Board will be held as a hybrid, and Trustees may be present via Zoom or at the Library. Open portions of the meeting are open to the public.

**Sugar Grove Library is inviting you to a scheduled Zoom meeting.**

**Topic: Board of Trustees 11/16/2022 Meeting**

**Time: Nov 16, 2022 06:30 PM Central Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83459802784>

**Meeting ID: 834 5980 2784**

One tap mobile

+13092053325,,83459802784# US

+13126266799,,83459802784# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

Meeting ID: 834 5980 2784

Find your local number: <https://us02web.zoom.us/j/83459802784>

**\*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.

Agenda

**Regular Meeting of the Board of Trustees**

Sugar Grove Public Library District

Wednesday, November 16, 2022 6:30 p.m. Board Room

1. Call to Order
2. Board of Trustees Roll Call
3. 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
4. Approval of Minutes – **Action Required**
  - a. October 26, 2022 Regular Meeting Minutes
5. New Business: *(reordered)*
  - a. Trustee Appointment – **Action Required**

Trustees will discuss the appointment of candidate to available seat on the board of Trustees.
  - b. Oath of Office – *Administered*

The oath of office will be administered to the candidate selected to the available seat on the Board of Trustees.
  - c. Proposal of Limiting Rate Increase – *Discussion*

Kyle Harding of Chapman & Cutler will review information related to PTELL and Elections, and provide information to the board regarding an April 2023 ballot question.

*Regular Agenda Resumes:*

6. Correspondence
7. Review of Financial Reports
8. Approval of the Check Registers – **Action Required**
  - a. A review and approval of expenditures for the check register for October 2022: \$60,366.95
9. Director’s Report
10. Board Representative Reports
  - a. Building and Grounds – Building Walk-through Report
  - b. Finance
  - c. Personnel/Policy
  - d. Strategic Planning
  - e. Referendum
11. Friends and Foundation report
12. Trustee Open Comments and Discussion
  - a. An opportunity for Trustees to provide comment, discussion or news of interest.

13. Old Business

- a. Holiday Closing Schedule – **Action Required**  
Set the holiday closing schedule for the Library in calendar year 2023
- b. Capital Needs Planning – *Discussion*  
The board will discuss topics related to the long-term capital needs of the library facility.

14. New Business

- a. *(reordered above)*
- b. *(reordered above)*
- c. *(reordered above)*
- d. Affirmation of Trustee List – *Discussion*  
The Board will review the latest update to the Trustee list to be sent to the Secretary of State.
- e. HRA Reauthorization – **Action Required**  
The annual reauthorization of the Health Reimbursement Account (HRA) that is an employer funded account through Catapult Digital Benefits, in the amount of \$1,700 per employee.
- f. Items for December Agenda – *Discussion*

15. Closed Session (5 ILCS 120/2(c)(21)) - **Action Required**

Bi-Annual review of Closed Session Minutes

(c) Exceptions. A public body may hold closed meetings to consider the following subjects:

Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

16. Return to Open Session – **Action Required**

17. Approval of release of closed session minutes – **Action Required**

18. Upcoming Scheduled Meeting: Wednesday November 16, 6:30 pm

19. Adjourn