

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Agenda: Wednesday, June 28, 2023 6:30pm

Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on June 28, 2023, 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, June 28, 2023 6:30pm

1. **Call to Order**
2. **Board of Trustee 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. **(Reordered) New Business**
 - a. Trustee Vacancy Interview(s)
 - b. Trustee Officer Appointment (Vice President)
 - c. Affirm Authorized Signatories for Bank Account
5. **Approval of Meeting Minutes**
 - a. Approval of Minutes from Regular Board Meeting on May 24, 2023
 - b. Approval of Minutes from Decennial Committee Meeting on May 24, 2023
6. **Correspondence**
7. **Review of Financial Reports**
8. **Approval of the May 2023 Check Register**
9. **Director's Report**
10. **Board Representative Reports**
 - Building and Grounds
 - Finance
 - Personnel/Policy
 - Strategic Planning
11. **Friends and Foundation Reports**
12. **Trustee Open Comments and Discussion**
13. **Old Business**

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14. New Business

- a. Update Library hours of operation– **Action**
Based on survey responses the Board anticipates reopening Sunday hours of operation.
- b. Board Meeting Schedule for FY 23-24– **Action**
- c. Update Holiday Closings schedule – **Action**
Changes are required to the closings schedule with the addition of Sunday hours.
- d. Working Budget for 2023-2024 – **Action**
The working budget will be approved for fiscal year July 1, 2023-June 30, 2024. The working budget assists in the preparation of the Budget and Appropriation Ordinance which is necessary to secure the funding for library operations.
- e. Set Date of Public Hearing for Budget and Appropriations Ordinance– **Action**
- f. Network Switch Upgrade and Cabling project for FY 24– **Action**
- g. Door Access/ Key FOB System for FY 24 – **Action**
- h. Release closed session minutes – **Action**
A bi-annual requirement. Secretary will advise on minutes to release.
- i. Pagefreezer Contract for Social Media archiving– **Action**
A new platform for an annual contract that will archive the Library’s Facebook and Instagram accounts for local records and open information purposes.
- j. Library Card Policy 100 Update
 - i. Approve autorenewals – **Action**
 - ii. Non-resident cardholder program participation – **Action**
Annual requirement to determine if the Library will offer cards to non-residents. The library has not participated in prior years.
 - iii. Non-resident card fee adoption – **Action**
A card fee adoption process will be established based on available options.
- k. Board Bylaws & Remote Meeting Policy – **Action**
- l. Policy 450: Commercial, Non-Commercial, and Unannounced Recordings– **Action**
This policy will be used to address concerns related to non-employees photographing, recording and/or broadcasting/streaming images on Library property.

15. Agenda Items for next month - Discussion

- a. Trustee Appointment
- b. Affirm Trustee List and update Illinois State Library
- c. Policy 200 – Collection Development Policy
Annual Requirement: The board will review the current collection development policy and process for reconsideration of materials.
- d. Approve tentative Budget and Appropriations Ordinance for FY 23-24

16. Adjournment

*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.