

**Sugar Grove Public Library District (SGPLD)
Library Board of Trustees**

Regular Board Meeting Agenda: Wednesday, July 26, 2023 6:30pm

Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on July 26, 2023, at 6:30pm 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, July 26, 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
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.
4. Pledge of Allegiance
5. **(Reordered) New Business** – New Trustee Appointment. Trustees will discuss the appoint of candidate to available seat on the Board of Trustees– ***Action Required***
6. **Oath of Office – Administered**
 - a. The oath of office will be administered to the candidate selected to available seat on the Board of Trustees.
7. **Approval of Meeting Minutes**
 - a. Approval of Minutes from Regular Board Meeting on June 28, 2023
 - b. Approval of Minutes from Decennial Committee Meeting on May 24, 2023
8. **Correspondence**

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9. Review of Financial Reports

- a. Kelly Zabinski, accountant, to review budgetary information

10. Approval of the June 2023 Check Register

11. Director's Report

12. Board Representative Reports

Building and Grounds *Review of facilities report, estimated costs/projections

Finance

Personnel/Policy

Strategic Planning

13. Friends and Foundation Reports

14. Trustee Open Comments and Discussion

15. Old Business

- a. Board Bylaws & Remote Meeting Policy approval – **Action Required**

16. New Business

- a. Trustee Appointments – **Discussion** of future trustee appointments
- b. Affirmation of Board Trustees list for County Clerk and IL state librarian – **Action Required**
- c. Review of Minutes - appoint two Trustees to complete the twice-yearly review the Board Meeting Minutes– **Action Required**
- d. Staffing Needs – **Discussion**
 - i. A discussion regarding administrative staffing
- e. Approve Tentative Budget and Appropriations Ordinances – hearing set for August 23, 2023. The board will review the tentative Budget and Appropriations Ordinance. – **Action Required**
- f. Approve Audit Agreement with Weber & Associates for \$8,500 – **Action Required**
- g. Review Policy 200: Materials Selection Policy – **Discussion**
 - i. Board will review the current collection development policy as required annually.
- h. Approve Resolution to establish an account with The Illinois Funds – **Action Required**
 - i. Affirm authorized signers for account with The Illinois Funds – **Action Required**
- i. Approve Ordinance 2023-06-28: Resolution allowing non-resident card holders to purchase Sugar Grove library cards – **Action Required**
 - i. Establishes card holder fees through tax bill method – **Action Required**
 - ii. *Note: These actions were approved at the 6/28/23 meeting but this is the official ordinance.*
- j. Approve ordinance for fund balance policy and spending – **Action Required**

17. Items for next month

- a. Adopt a Certified Estimate of Revenues by Source

18. Adjournment