

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

Regular Board Meeting Agenda: Wednesday, December 13, 2023 6:30pm

Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on December 13, 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 December 13, 2023 6:30pm**

1. **Call to Order**
2. **Board of Trustee Roll Call** - group photo
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. **Consent Agenda – Action Required**
 - a. Regular Board Meeting minutes: 11-15-23
 - b. November 2023 Expenditures: \$103,299.51
 - c. Authorize Final Bond Payment of \$827,225 paid just prior to due date of 2/1/2024 via ACH
 - d. Annual Treasurer's Report FY 2022-23
 - e. Authorize 2023 Per Capita Grant Application (due 1/30/24)
5. **Director's Report**
6. **Board Representative Reports**
 - Building and Grounds
 - Finance
 - Personnel/Policy
 - Strategic Planning
7. **Library Foundation Report**
8. **Trustee Open Comments and Discussion**

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9. Old Business

- a. Paid Leave Policy Update – **Action Required**
Policy update to incorporate the new Illinois Paid Leave for All Workers Act effective 1/1/2024 to offer paid leave for all employees.
- b. Capital Needs Assessment Contract – **Action Required**
Contracts for Facilities/Capital Needs assessment will be reviewed and a contract selected.

10. New Business

- a. TBS (Today's Business Solution) Contract for Patron Print Solution / Upgrade – **Action Required**
- b. Annual Walk-Through Review of Building – **Discussion**
A tour of the building to note necessary updates and wish list items that could be incorporated into the next budget.

11. Items for next month

12. 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.