

## **Public/Legal Notice**

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on May 1, 2023, (previously rescheduled from April 26, 2023), at 125 S. Municipal Drive in Sugar Grove, Illinois in the Meeting Room C, at 6:30pm. This meeting is open, and members of the public are welcome to attend.

### **Agenda**

#### **Regular Meeting of the Board of Trustees**

Sugar Grove Public Library District

Monday, May 1, 2023 6:30 p.m. Meeting Room C

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. February 22, 2023 Regular Meeting Minutes – Re-approve with Correction
  - b. March 22, 2023 Regular Meeting Minutes
5. Correspondence
6. Review of Financial Reports
7. Approval of the Check Registers – **Action Required**
  - a. A review and approval of expenditures for the check register for March 2023
8. Director’s Report
9. Board Representative Reports
  - a. Building and Grounds -
  - b. Finance
  - c. Personnel/Policy – Vivian, Handbook & Employee policies
  - d. Strategic Planning – Patron Survey Updates
10. Friends and Foundation Report
11. Trustee Open Comments and Discussion
  - a. An opportunity for Trustees to provide comment, discussion or news of interest.

12. New Business

- a. Employee Handbook Update – **Action Required**
- b. Human Resources Policies – **Action Required**
  - i. HR – 1: Paid Time Off (PTO)
  - ii. HR – 2: Leaves of Absence
  - iii. HR – 3: Background Checks
  - iv. HR – 4: Harassment and Discrimination
  - v. HR – 5: Employee Business Expenses Reimbursement
  - vi. HR – 6: Use of Library’s Electronic Systems
  - vii. HR – 7: Tuition Reimbursement
  - viii. HR – 8: Accepting Gifts
  - ix. HR – 9: Records Retention Policy and Schedule
  - x. HR – 10: Confidentiality
- c. Approval of Paradise Cleaning contract – **Action Required**
- d. Approval of Kathy Parker Consultant contract – **Action Required**
- e. Approval of LIMRICC membership to join employer sponsored health insurance plan no earlier than 1/1/2024 – **Action Required**
- f. Approval of WebiT Technology Services contract – **Action Required**
- g. Resolution Honoring Vivian Santos Buch – **Action Required**
- h. Resolution Honoring Bill Durrenberger – **Action Required**

13. Items for Next Meeting Agenda – Discussion

- a. Oath of office for new trustees
- b. Board Bylaws & Remote Meeting Policy
- c. Budget Discussion
- d. New Trustee Recruitment
- e. Trustee Officer Appointments
- f. Formation and first meeting of Decennial Committees on Local Government Efficiency Act
- g. Bi-annual review of minutes

14. Upcoming Scheduled Meeting: Wednesday May 24, 2023, 6:30 pm

15. 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.