

Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on October 26, 2016 at 7:00 p.m. pm in the Meeting 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, October 26, 2016 7:00 p.m.

1. Call to Order/Roll Call and Introduction of Trustees
2. 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
3. Approval of Minutes – Action Required
 - September 28, 2016 – Regular Board Meeting
4. Correspondence
5. Review of Financial Reports
6. Approval of the September 2016 Check Register – Action Required
 - A review and approval of expenditures for the check register of September, 2016 for \$32,745.21
7. Director’s Report
8. Board Representative Reports
 - a. Building and Grounds
 - b. Finance
 - c. Personnel/Policy
 - d. Strategic Planning
9. Friends Report
10. Old Business

11. New business

- a. Personnel Code Update: Hours of Work and FLSA Compliance – Action Required
The board will review and vote upon the Personnel Code update to comply with the FLSA requirements. The policy amendment is titled as a section: *Hours of Work and FLSA Compliance*.
- b. Intergovernmental Agreement for SWAN Merger – Action Required
The Board will review the and vote upon the Intergovernmental Agreement that will approve the Sugar Grove Library District to apply for membership with SWAN, or *System Wide Automated Network* for the purposes of resource sharing; the current MAGIC consortium is dissolving.
- c. Ordinance 2016-10-26b – Action Required
Ordinance providing for the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN as per the Illinois Public Library District Act.
- a. Levy Ordinance 2016-10-26 – Action Required
The Board will adopt the annual Levy Ordinance to secure funding necessary for the operations of the District.
- d. Holiday Closing Dates and Hours Adjustment for 2016 – Action Required
The Board will review and vote upon the Holiday closing date adjustments for 2016 in order to honor holidays falling on weekends and to provide for adequate staffing for the Library.
- e. Holiday Closing Dates and Hours for 2017- Action Required
The Board will review and vote upon the holiday closing dates and hours for calendar year 2017.
- f. Board Meeting Dates – Action Required
The Board will review and vote upon the dates for Board Meetings for calendar year 2017.
- g. HVAC Mechanical Servicing Contract AND Control System Contract– Action Required
The Board will review pricing and information for the annual HVAC servicing contract and subsequent control system contract. A contract that will be inclusive of both HVAC and Control systems may be selected OR individual contracts may be selected.

12. Closed Session: For the purpose of the annual review of the Director by the Board of Trustees.

Closed Session Citation: (5 ILCS 120/2) (1) The appointment, employment, compensation, Discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

13. Open Session: Annual salary and work agreement for the Library Director – Action Required

14. Items for next month

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.