

Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on November 14, 2018 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, November 14, 2018 6:30 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
 - October 24, 2018 – Regular Board Meeting
 - October 24, 2018 – Closed Session (Distributed in meeting)
4. Correspondence
5. Review of financial reports and approval of the October 2018 Check Register – Action Required
 - A review and approval of expenditures for the check register of October, 2018 for \$66,230.81
 - Review of monthly financial reports
6. Director’s Report
7. Board Representative Reports
 - a. Building and Grounds
 - b. Finance
 - c. Personnel/Policy – Homebound Policy
 - d. Strategic Planning

8. Friends Report

9. Old Business

- a. Policy 350: Homebound Delivery Policy – Action Required
A second read of the policy for the upcoming homebound delivery service.
- b. Annual Audit – Action Required
A final copy of the annual audit will be reviewed and accepted by the Board.

10. New business

- a. Board Meeting Schedule – Action Required
This will provide the meeting dates for the monthly meetings in 2019.
- b. Holiday Closing Schedule – Action Required
 - 1) This will provide the holiday closing schedule for 2019. – Action Required
 - 2) A suggested update for 2018 is to close the day after Christmas on December 26 – Action Required
- c. Annual Levy – Action Required
A draft of the annual levy necessary to secure funding for District operations.
- d. Per Capita Grant – Discussion
Per Capita grant requirements will be discussed prior to submission in January. Board and staff members are assignment an educational component to complete the application.
This will be due for Trustees by December 19, 2018.
- e. Annual Report – Discussion
The next draft of the annual report for fiscal year 2017-18 will be reviewed for feedback and suggestions. (copy provided at meeting)
- f. HRA Re-Authorization – Action Required
The Library will reauthorize the Health Reimbursement Account for the calendar year 2019.
A rise to the amount funded will be suggested.

11. Items for next month

12. 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.