

## **Public/Legal Notice**

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on December 18, 2019 at 6:30 p.m. 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 18, 2019 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
  - November 20, 2019 – Regular Board Meeting
4. Correspondence
5. Review of Financial Reports
6. Approval of the November 2019 Check Register – Action Required
  - A review and approval of expenditures for the check register for October - \$71,497.73
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

### a. Trustee Fact File – Chapters 11-14 Review- Discussion

The Board will review Chapters 11-14 of the Trustee Fact File, 3<sup>rd</sup> edition. This review is a requirement for filing the Per Capita Grant for 2020.

### b. Live and Learn Construction Grant – Action Required

Results of the Live and Learn Construction grant will be discussed. Architectural drawings for the Café renovation into a Community Hub/Innovation Space will be reviewed and the project will be discussed. The draft of the grant will be reviewed. The Board will be providing input into the conceptual drawings, reviewing budget and authorizing proceeding with the project and grant submission. Representatives from Cordogan and Clark will be present to discuss and present ideas.

## 11. New business

### a. Per Capita Grant 2020 – Action Required

The annual per capita grant and expenditure report will be reviewed prior to submission.

### b. Scan Ez Proposal – Action Required

The Scan Ex proposal will be reviewed and suggested for approval with a payment plan, funds provided for initial costs by the Friends of the Library will defray the costs.

### c. Annual Report – Discussion

The final draft of the annual report will be presented and discussed.

## 12. Items for next month

## 13. 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.