

## **Public/Legal Notice**

### **Public Notice:**

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on September 22, 2020 at 125 S. Municipal Drive in 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, September 23, 2020 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
  - August 26, 2020 – Regular Board Meeting (Hard copy will be brought to meeting)
4. Correspondence
5. Review of Financial Reports
6. Approval of the Check Registers – Action Required
  - A review and approval of expenditures for the check register for August - \$54,069.25
7. Director’s Report
8. Board Representative Reports
  - a. Building and Grounds
  - b. Finance
  - c. Personnel/Policy

d. Strategic Planning

9. Friends and Foundation Report

10. Old Business

a. Pandemic Graduated Reopening – Discussion

This discussion will provide information on the status of the Library, as well as ongoing reopening information. Additional opening hours will be discussed.

b. Policy 415: Addendum to Policy Governing Patron Behavior and Unattended Children – action required

This policy will modify unattended children ages utilizing the Library while the Library is in a health or safety risk situation, or further local or state policies may apply.

11. New business

a. Recognition for Ten Years of Service – Discussion

The Board will recognize a ten year service milestone for Technical Services Manager, Mary Clapp.

b. Trustee Election Information – Discussion

Candidate packet info will be available, as well as discussions concerning signings.

c. Election Day Holiday – Action Required

The Board will discuss the feasibility of Election Day Holiday added to the general calendar.

d. Policy 905: Volunteer Policy – Action Required

This policy will discuss the structure for volunteer application, and terms of utilization.

e. Library Succession Planning – Action Required

A tentative draft of a simple administration plan will be provided. This is prepared as a good practice, and as a projected per capita grant requirement. Administrative details may be updated at any time, whereas the governance portion should be approved by the Board.

f. Trustee Walk-Through – Discussion

Time permitting, Trustees may walk through the facility for a discussion of the building needs or further consideration of the Live and Learn grant objectives.

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.