

## Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on April 27, 2022 at 125 S. Municipal Drive in Sugar Grove, Illinois in the Board Room. This meeting is open, and members of the public are welcome to attend.

**Pandemic Meeting Notice:** This meeting of the Board will be held as a hybrid, and Trustees may be present via Zoom or at the Library. Open portions of the meeting are open to the public.

Sugar Grove Library is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees 4/27/22 Meeting

Time: Apr 27, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/85731805620?pwd=RG56Q01GTHE4aEg0ZWwYIRZT3B5dz09>

Meeting ID: 857 3180 5620

Passcode: 561219

Dial by your location

+1 312 626 6799 US (Chicago)

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, April 27, 2022 6:30 p.m. Board Room**

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. Old Business (re-ordered)
  - a. Trustee Election of Officers – **Action Required**
    - i. The board will affirm the nomination of outgoing board president’s selection for new Board President. Motion was not included on March agenda due to administrative error.
  - b. List of Authorized Signers for Bank Accounts – **Action Required**
    - i. The board will designate the authorized signers for the bank accounts (suggested 3) and affirm the Library Director as administrator. A confirmation list will be provided to Old Second National Bank

5. New Business (re-ordered)
  - a. Policy 100 Library Card update – **Action Required**
    - i. Review of an update to the Library Card Policy which will make library cards never expiring.
6. Approval of Minutes – **Action Required**
  - a. March 23, 2022 Regular Meeting Minutes
  - b. March 23, 2022 Closed Session Minutes
7. Correspondence
8. Review of Financial Reports
9. Approval of the Check Registers – **Action Required**
  - a. A review and approval of expenditures for the check register for March 2022
10. Director’s Report
11. Board Representative Reports
  - a. Building and Grounds
  - b. Finance
  - c. Personnel/Policy
  - d. Strategic Planning
12. Friends and Foundation report
13. Trustee Open Comments and Discussion
  - a. An opportunity for Trustees to provide comment, discussion or news of interest.
14. Old Business (resumes)
  - a. Covid Sick Pay policy – **Action Required**
    - i. The board will review the Covid-19 sick pay policy that expires 4/30/22.
  - b. Referendum Readiness – Discussion
    - i. The board will discuss referendum planning.
15. New Business (resumes)
  - a. Trustee Assignments – **Action Required**
    - i. The Board will make a motion to assign representative positions on the Board.
  - b. Financial Chronology – **Action Required**
    - i. The financial chronology for the fiscal year 2022-2023 will be reviewed and adopted.
  - c. Working Budget for 2022-2023 – Discussion
    - i. The “working budget” will be discussed for fiscal year July 1, 2022-June 30, 2023. The working budget assists in the preparation of the Budget and Appropriation Ordinances. The board will provide input on areas of priority to direct funding.
  - d. Ordinance No. 2022-4-27 Transfer of Funds – **Action Required**
    - i. The Board will authorize transfer of funds to special reserve for the Live and Learn

Construction grant.

e. Meristem Advisors LLC Service Contract – **Action Required**

- i. The board will approve a contract for the services of Meristem Advisors LLC in connection with ongoing budget, levy, and financial planning activities.

*Move to Closed Session*

16. Closed Session – Director Review – **Action Required to go into Closed Session**

- i. The board will review the Library Director’s performance in their first 90 days of employment.

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.

*Return to Open Session – Action Required to Return to Open Session*

17. Items for Next Month

18. 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.