

Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on May 22, 2019 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, May 22, 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
 - April 24, 2019 - Regular Board Meeting
4. Correspondence
5. Review of Financial Reports
6. Approval of the April 2019 Check Register – Action Required
 - A review and approval of expenditures for the check register of April, 2019- \$56,498.73
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

11. New business

- a. Oath of Office for Trustees - Discussion
Oath of Office for Trustees elected in Spring Election
- b. Election of Officers – Action Required
Nomination and election of officers for Library Board
- c. Board Representative Assignments – Discussion
Trustees will discuss and select representatives to the respective areas of Library needs: Strategic Planning, Finance, Policy, Building and Grounds
- d. Verify the new list of Board of Trustees – Discussion
The Board will verify the contact information list for Trustees as to provide notification to the Secretary of State and RAILS
- e. List of Authorized Signers for Bank Accounts – Action Required
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.
- f. Policy 120: Confidentiality of Library Records – Action Required
A new policy affirming the ILCS “Library Records Confidentiality Act” will be discussed and suggested for adoption
- g. Policy 420: Social Media Policy – Action Required
A new policy affirming the procedures in place and defining social media engagement will be discussed and suggested for adoption
- h. Working budget for 2019-2020 - Discussion
The draft of the working budget will be discussed, with a presentation of highlights
- i. Presentation to Village Board – Discussion
We will be preparing to attend a Village Board meeting on 6/4/19. Input is suggested as well as invitation to speak to Trustees.

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.