

Public/Legal Notice

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on December 19, 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, December 19, 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
 - November 14, 2018 – Regular Board Meeting
4. Correspondence
5. Review of Financial Reports
6. Approval of the November 2018 Check Register – Action Required
 - A review and approval of expenditures for the check register of Nov, 2018 for \$65,610.00
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. Annual Report – Discussion

An update to the annual report will be provided, conditional upon further work provided by Tim. He has been on a two week vacation since the time of the last Board meeting.

11. New business

a. Policy 350: Homebound Delivery Volunteer Policy – Action Required

Policy 350 will be reviewed, and suggested for approval.

b. Per Capita Grant – Discussion and Action Required

The final requirements for the per capita grant will be reviewed by Trustees including:

Disability Webinar

Chapter on “Reference” from Serving our Public: Staff feedback provided

Trustee Fact File assigned reading

Trustees will affirm they have met the per capita grant requirements for submission.

c. Per Capita Grant – Action Required

The Board will authorized the submission of the Per Capita grant due January 15th.

d. Election Update – Discussion

The Board will receive an update on election packets submitted for Spring elections.

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.