

## **Public/Legal Notice**

The regular monthly Board meeting of the Sugar Grove Public Library Board of Trustees will be held on September 26, 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, September 26, 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
  - August 22, 2018 – Regular Board Meeting
4. Correspondence
5. Review of Financial Reports
6. Approval of the August 2018 Check Register – Action Required
  - A review and approval of expenditures for the check register of July, 2018 for \$47,850.09
  - Review of monthly financial reports
7. Director’s Report
8. Board Representative Reports
  - a. Building and Grounds – Lighting Update
  - b. Finance
  - c. Personnel/Policy – Program policy
  - d. Strategic Planning – Report from Annual Report meeting

9. Friends Report

10. Old Business

11. New business

a. Trustee e-mails and use of personal devices– Discussion

New e-mail address have been created for Trustees. A memo from our attorney will be discussed with the recommendation that Trustees do not use personal devices for Library business.

b. Trustee Elections – Discussion

A discussion of the procedure for elections, and packets made available for Trustees seeking reelection in the spring of 2019.

c. Homebound Delivery Program – Discussion

The Board will receive an update about the developing Homebound Delivery Program that will begin in January. A policy will be presented in October.

d. Program Policy – Action Required

A new program policy defining the scope and purpose of Library programming will be discussed for approval.

e. Initial audit results – Discussion

An overview of the initial audit results will be 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.