Poplar Creek Public Library District

Library Board Meeting Policy

Meeting time and place: The Library Board will meet monthly at the main Library at 1405 S Park, Streamwood, IL.

Agendas: The Board President and Executive Director shall set the Agenda for each meeting.

The order of business to be followed at all meetings of the Board shall be:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Presidents Report
5. Public Forum
6. Motion to accept agenda as presented
7. Secretary's Report
8. Treasurer's Report
9. Teen Trustee Report
10. Trustees Reports
11. Executive Director's Report
12. Consent Agenda
13. Current Business
14. New Business
15. Comments and topics for next meeting
16. Adjournment

Board Packets: Complete Board meeting packets shall be delivered to each Trustee a minimum of 48 hours before the meeting in the manner designated by each Trustee, whether by mail, electronic delivery or pick-up at the Library.

Voting: All voting shall be by aye and nay votes and absences and abstentions from voting shall be recorded in minutes. All voting on ordinances and resolutions and related to expenditures shall be by roll call.

Notice of Meetings: It shall not be necessary to give Trustees individual notices of Regular Meetings. Notices of the schedule of Regular Meetings and notice of all other meetings shall be given to the media and posted in compliance with the Illinois Open Meetings Act.

Adopted by the PCPLD Board of Trustees Feb 21, 2019; Updated May 21, 2020, 7/15/2021, 4/21/22, 2/15/24