

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 14, 2019, 7:30 p.m.

Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190

I. Opening

President Mego called the meeting to order at 7:34 p.m.

II. Pledge of Allegiance

III. Roll Call

Present: Mego, Johnson, Hjerpe, Kenyon,

Absent: Tenyak-O'Connor, Brown

Also present: Roy Groesbeck of Mueller & Co.; Matthew Suddarth, library director

IV. Approval of Agenda

Kenyon moved to approve the agenda. Johnson seconded.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the July 10, 2019 meeting

B. Financial report

C. Approval of bills

Hjerpe moved and Johnson seconded the approval of the consent agenda.

Ayes: all present

VI. Communication & Correspondence

Suddarth presented a letter from attorney Suzanne Cahalan regarding a bequest of \$20,000 the library will be receiving from a recently deceased Winfield resident. Additionally, Suddarth presented two article he thought would be of interest to the trustees and a brochure created by staff member Katie Clark about e-book purchasing.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance

i. Audit presentation – Auditor Roy Groesbeck of Mueller & Co. presented the audit for the 2018-19 fiscal year. Johnson moved acceptance of the report with a second by Hjerpe.

Ayes: all present.

ii. Tax levy – Suddarth presented a proposed tax levy. The board will vote to approve at the September meeting.

B. Administration & Personnel – no report.

C. Landscape Plan committee – Suddarth reported to the board that the retaining wall reconstruction should be happening in the next couple of weeks. Also, he stated the concrete pad for the new outside book return is scheduled to be poured this weekend.

IX. Library Director's Report

In addition to his written report, Suddarth reported the following:

The Good Old Days parade will be held Sunday, September 8. The parade committee is asking for volunteers to walk in costume.

X. Old Business

A. 50th anniversary events – The current focus of the committee is the upcoming Good Old Days parade. After the parade, the committee will plan events for the December Open House and the finale event to be held in January.

B. Library Walkthrough – the trustees reviewed the comments from July's walkthrough of the building. Suddarth was instructed to have staff also complete the exercise.

XI. New Business

A. Closed session for discussion of appointment of new trustee

As there was no one else present, the board discussed the appointment in open session.

Mego explained the process used by the personnel committee and recommended the appointment of Michael Shanahan to serve on the board.

B. Appointment of new trustee – Johnson moved and Hjerpe seconded the appointment of Michael Shanahan to the board to fill the position vacated by Malcolm Boyle.

Ayes: all present.

C. New trustee oath of office – as appointed candidate was not present, this will be done at the September meeting.

D. Reference Policy – the board reviewed the policy and made no changes.

E. Serving our Public – Chapter 5, "Technology" – the board reviewed the chapter.

XII. Other Business

- Suddarth asked the board to discuss and give their opinions of the following:

- o A resident would like to update the Good Old Days book. The board consensus was that it was not a good time to do this as too many issues need to be resolved.
- o An email will be sent regarding the per capita grant requirement for board and staff to participate in a continuing education program about organizational management.

o Due to a scheduling conflict with the spring book sale, one of three things will need to happen with the March 2020 board meeting:

- The book sale date will need to change
- The board meeting date will need to change
- The board meeting location will need to change

After a discussion, the board instructed Suddarth their preference is to move the location of the meeting.

o Information regarding the upcoming Illinois Library Association conference will be sent to the trustees.

o The garbage can at the upper level entrance has become problematic. The board agreed to have Suddarth look into replacing it.

XIII. Adjournment

The meeting was adjourned at 9:04 p.m.