

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 13, 2019, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:32 p.m.

II. Pledge of Allegiance

III. Roll Call

Present: Boyle, Mego, Hjerpe, Kenyon, Johnson

Absent: Brown, Tenyak-O'Connor

Also present: Debbie Linhart, Friends president

Matthew Suddarth, library director

Due to the absence of Tenyak-O'Connor, the board appointed Suddarth to act as secretary pro tem.

IV. Approval of Agenda

Johnson made a motion to move items 8a and 8b on the agenda to after item 5, Consent Agenda. Kenyon seconded.

Ayes: all present

Kenyon moved to approve the agenda as amended. Hjerpe seconded.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the January 9, 2019 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

VIII. – A. Finance

Suddarth reviewed the Appropriations Budget. Johnson moved approval. Hjerpe seconded.

Ayes: all present.

B. Administration & Personnel – Library Director's annual review

After a discussion of the responses to the evaluation form, the board agreed upon a 3% annual raise for staff with a total salary budget increase of approximately 4.5% to accommodate for salary adjustments. Mego and Tenyak-O'Connor will meet with Suddarth to discuss further.

VI. Communication & Correspondence

Suddarth presented two memos from attorney Roger Ritzman and two articles of interest to the board.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance – see above.

B. Administration & Personnel – see above.

C. Landscape Plan committee

Suddarth suggested the committee meet with Jeff Sitarz of Sitarz Landscaping to discuss the plan see what suggestions he may have to offer. A tentative meeting time was set for Tuesday, March 12, 2019 at 12:30 p.m.

Johnson left the meeting at 7:59 p.m.

IX. Library Director's Report

Suddarth updated his written report and answered several questions about it.

X. Old Business

A. 50th anniversary events – Hjerpe and Suddarth updated the board about the recent activities of the committee. Hjerpe has an idea for a cake design to be used on a parade float and both reported that Ida Lee and Marcia McAdams will have a presentation for the Friends annual meeting in April.

XI. New Business

A. Resolution to close Grand Ridge National Bank Account – after deciding to have more trustees present for the discussion, the consensus of the board was to table the discussion until the March 2019 meeting.

B. Serving our Public – Chapter 3, “Personnel” – the board reviewed the chapter.

XII. Other Business

Mego announced that Tenyak-O'Connor was looking for volunteers to help with the refreshments for the staff's in-service event to be held Friday, February 15th.

Mego suggested that interested trustees view the ComEd webinar about the company's energy efficiency program for libraries.

XIII. Adjournment

The meeting was adjourned at 8:35 p.m.