

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**

March 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 7:30 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

Present: Boyle, Mego, Hjerpe, Kenyon, Johnson, Tenyak-O'Connor

Absent: Brown

Also present: Debbie Linhart, Friends president

Matthew Suddarth, library director

**IV. Approval of Agenda**

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

Ayes: all present

**V. Consent Agenda**

A. Approval of minutes of the February 13, 2019 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

**VI. Communication & Correspondence**

Suddarth presented a notice about the upcoming Illinois Library Association Trustee Forum, An article about how the New York Public Library selects materials, and notice about the upcoming LACONI Trustee Banquet.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. Finance – see above.

B. Administration & Personnel – see above.

C. Landscape Plan committee

The committee reported they met with Jeff Sitarz of Sitarz Landscape Maintenance regarding the plan for the grounds. He is working on a few suggestions for possible alternative plant selections but seemed to be in favor of the plan.

**IX. Library Director's Report**

In addition to his written report, Suddarth noted the preliminary draft of the treasurer's bond had arrived, Joy Davis would be working from home, and that he and Will Mego had met with the village president and village manager regarding Central DuPage Hospital's proposals for development in the TIF district.

**X. Old Business**

- A. 50<sup>th</sup> anniversary events – Mego, Hjerpe and Suddarth updated the board about the recent activities of the committee. The next event will be a presentation by Ida lee and Marcia McAdams at the Winfield Library Friends annual meeting in April.
- B. Resolution to close Grand Ridge National Bank Account – after a short discussion, Suddarth was instructed to ask the bank if the Friends’ account was in any way affiliated with the library’s account.
- C. Long Range Plan Update – Suddarth presented the status of items from the plan that were discussed at the staff day held in February. Staff will continue implementing the items that are feasible and Suddarth will update the board as necessary.

**XI. New Business**

- A. Staff in-service day – Mego and Tenyak-O’Connor shared concerns about the staff breakfast portion with the other trustees. It was agreed that the notecard system worked well. Tenyak-O’Connor will have more at the April meeting regarding the status of the breakfast.
- B. Policy
  - i. Personnel
  - ii. Family Leave
  - iii. Harassment
  - iv. Drug
  - v. Identity ProtectionAfter reviewing the policies, the trustees asked Suddarth to review other Harassment policies to see if the paragraph of examples in section II of the policy could be written more clearly. Suddarth stated that if he found a better example, he would bring to the board for review.
- C. Serving our Public – Chapter 3, “Personnel” – the board reviewed the chapter.

**XII. Other Business**

- Suddarth reminded the trustees to complete their “Statement of Economic Interest” forms by May 1<sup>st</sup>.
- Suddarth suggested the trustees may want to review the *Illinois Public Library Trustee Manual*. It was agreed he should send the link to the online version to everyone.
- Suddarth received a proposal from Sitarz Landscape & Maintenance for maintaining the grounds for the 2019 season in the amount of \$3,480 for the season. He asked if the board wanted him to seek other proposals. The board declined to seek other proposals.
- Suddarth stated the 50<sup>th</sup> Anniversary Committee was looking for volunteers from the board and the Friends to help plan the library’s participation in the Good Old Days parade.

**XIII. Adjournment**

The meeting was adjourned at 9:27 p.m.