

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

January 8, 2014

7:30 p.m.

**I. OPENING**

The meeting was called to order at 7:30 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Tenyak-O'Connor, Hendricks, Vanco, Mego, Shanahan, Keck, Brown

Also Present: Matthew Suddarth, Phil Mustes

**IV. APPROVAL OF AGENDA**

Vanco moved approval of agenda as presented; Shanahan seconded. Ayes: all present

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE DECEMBER 11, 2013 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Suddarth noted the next bill from Mazur and Sons came too late for this current statement, and will show on next month's report.

Keck moved approval of the consent agenda as presented; Mego seconded. Ayes: all present

**VI. COMMUNICATION AND CORRESPONDENCE**

A letter was shared from Anne Craig, Director of the Illinois State Library, with regrets she would be unable to attend the reopening ceremony.

A flier regarding the ILA legislative meet-ups was shared.

A flier regarding ILA Trustee Day, Feb. 15 in Oak Brook was shared.

A flier regarding National Library Legislative Day in Washington DC, May 5 and 6 was shared.

Copies of the Village Chronicles newspaper were given out, with a photo and article from the reopening ceremony noted.

**VII. CITIZENS TO SPEAK: None**

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE – APPROPRIATIONS BUDGET

The appropriations budget was presented for review and discussion, and will be voted on at the Feb. meeting.

B. ADMINISTRATION & PERSONNEL – LIBRARY DIRECTOR'S ANNUAL REVIEW

Suddarth shared documents regarding his past goals and progress towards them, and his goals for the upcoming year. Vanco noted that after analyzing other tools for director reviews, it is the conclusion of the Administration and Personnel committee that the current tool is adequate.

Copies of the Director's evaluation form were passed out, and should be completed with comments and returned to Vanco's folder by Feb. 1, 2014.

C. SYSTEM REPRESENTATIVE

Suddarth has received a directors survey from RAILS, and will complete and return it.

D. BUILDING & PROPERTY

Punch list items continue to be resolved. HVAC company is working on making the downstairs warmer, elevator company is working on getting the emergency phone connected. The light above youth services desk is still to be delivered.

**IX. LIBRARY DIRECTOR'S REPORT**

The annual fire alarm test was unnecessary as it is a new system.

The reopening ceremony and open house was a success in spite of very snowy weather. Suddarth attending a meeting about enrolling in the village's new health insurance plan. All full-time staff and one eligible part-time staff have enrolled. The village may join a consortium, which would mean a new plan beginning in July. Suddarth is looking into a dedication plaque.

**X. OLD BUSINESS**

**A. HEALTH INSURANCE**

The board discussed how much part-time staff should be required to pay towards premiums for family members' health insurance. Brown moved approval of the Personnel Policy with changes and amendments in item G regarding Medical Insurance; Shanahan seconded. Ayes: all present

**B. MEETING ROOM POLICY**

Keck moved approval of the meeting room policy as presented, with editorial changes; Vanco seconded. Ayes: all present

**C. DISASTER PLAN**

Shanahan moved acceptance of the Disaster Plan, with the addition of a chain of command list and a data backup plan, with editorial changes; Keck seconded. Ayes: all present

**XI. NEW BUSINESS**

**A. GENERAL POLICY**

Board agreed by consensus to keep the current general policy, and to review again in a few months after staff has had time to work in the new facility and suggest changes.

**B. SERVING OUR PUBLIC – CORE STANDARDS**

Reviewed by all

**XII. OTHER BUSINESS**

Keck requested the board look at changing the lighting outside or inside the north entrance, or signage, so it becomes more obvious at night that it is the main entrance.

Keck asked Suddarth to look into an intercom button on the current phone system, or a direct communication button at the downstairs desks, so help can be summoned quickly if needed by staff.

**XIII. ADJOURNMENT**

The meeting was adjourned at 9:15 PM