

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

April 9, 2014

7:30 p.m.

- I. OPENING:** The meeting was called to order at 7:30 PM by President Tenyak-O'Connor
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
Present: Tenyak-O'Connor, Brown, Mego, Hendricks, Shanahan, Keck
Absent: Vanco
Also Present: Matthew Suddarth, Phil Mustes
- IV. APPROVAL OF AGENDA**
Keck moved approval of the agenda as presented; Mego seconded. Ayes: all present
- V. CONSENT AGENDA**
A. APPROVAL OF MINUTES OF THE MARCH 12, 2014 MEETING
B. FINANCIAL REPORTS
C. APPROVAL OF BILLS
Keck moved approval of the consent agenda as presented; Shanahan seconded. Ayes: all present
- VI. COMMUNICATION AND CORRESPONDENCE**
A Trustee workshop will be offered by ATLAS May 3 in New Lenox.
Several articles on the future of libraries and the new services they are offering were shared.
An article regarding targeting users and staff more effectively was shared.
- VII. CITIZENS TO SPEAK:** No comment
- VIII. REPORTS OF STANDING COMMITTEES**
A. FINANCE – REVIEW WORKING BUDGET
The proposed working budget was reviewed, and Suddarth explained changes from the past year. It will be voted on at the May meeting.
B. ADMINISTRATION & PERSONNEL
Due to the restraints of the schedule during construction, Suddarth was unable to use vacation time well during the past year. The committee recommends the requirement that only 37.5 hours be carried from year to year, be waived for this year only, so Suddarth can use earned vacation time. The issue will be voted on at the May meeting.
C. SYSTEM REPRESENTATIVE
There are three positions open on the RAILS board for a representative from public libraries.
D. BUILDING & PROPERTY
The heating in the lower level offices is still uneven, and being worked on. Punch list items continue to be finished. The upstairs work room has been painted, and light fixtures replaced. The sump pump has been replaced, as has the downspout on the NE corner of the building.
- IX. LIBRARY DIRECTOR'S REPORT**
The federal budget will probably cut funding to public libraries, with one proposal having a modest cut, and one cutting out funding entirely.
A bill has passed the Illinois House regarding dissolution of local units of government.
A bill is in the Illinois House regarding the amount a unit of government may levy if the total EAV of properties goes down from year to year.
The fire alarm went off March 19. The building was evacuated and the fire department arrived, with no cause being found.

Insurance applications for next year have been submitted to the broker.

Staff in-service day is being planned.

Applications are being taken for the Technical Services Assistant position

Suddarth attended a Plan Commission meeting where the PADS program was discussed, and the Village Board meeting where the library's appropriation budget was introduced..

X. OLD BUSINESS: None

XI. NEW BUSINESS

A. POST-ISSUANCE TAX COMPLIANCE REPORT FOR 2013 DEBT ISSUANCE

Suddarth submitted the required tax compliance report to the board.

B. BOARD MEETING CALENDAR REVIEW AND APPROVAL

Brown moved approval of the board meeting calendar as submitted; Mego seconded. Ayes: all present

C. AUDIT CONTRACT REVIEW AND APPROVAL

Brown moved approval of the audit contract proposal from Mueller and Co., LLP; Hendricks seconded. Ayes: all present

D. LANDSCAPE CONTRACT REVIEW AND APPROVAL

Brown moved approval of the landscape contract proposal from Sitarz Landscape and Maintenance, Inc.; Shanahan seconded. Ayes: all present

E. ETHICS RESOLUTION REVIEW AND APPROVAL

The Ethics Resolution was reviewed, and no changes made

F. SERVING OUR PUBLIC – PUBLIC SERVICES: REFERENCE AND READER’S ADVISORY SERVICES

Reviewed by all. Suddarth noted that statistics on reference questions are tracked each year.

XII. OTHER BUSINESS

Suddarth reminded Board members to file their Statement of Economic Interest with the county clerk.

Suddarth mentioned it is time to form a committee to plan for Good Old Days, if the Board chooses to participate this year.

Tenyak-O'Connor will organize a breakfast for the staff for the May in-service day, and they will go out as a group for lunch as a thank-you for all their extra work during construction.

XIII. ADJOURNMENT

The meeting was adjourned at 9:25 PM

Respectfully Submitted,

Cindy Keck, Secretary