

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

April 8, 2015

7:30 p.m.

I. OPENING

In the absence of the president, the meeting was called to order at 7:30 PM by Treasurer Brown.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Brown, Keck, Vanco, Mego

Absent: Tenyak-O'Connor, Shanahan, Hendricks

Also present: Matthew Suddarth, Director

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE MARCH 11, 2015 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of agenda as presented; Mego seconded.

Suddarth advised it may be necessary to move some monies from the Illinois funds to the checking account to cover April bills, or maybe not.

The new software the accounting firm used left off a digit on the checking account number on the printed checks, so a number of checks were not able to be processed. The accounting firm apologized, has explained the situation to all vendors, and all have been understanding.

Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

Target is closing its business account program.

An email pertaining to the upcoming municipal election was received from Trustee Hughes

Chase Bank is changing its procedures regarding lock boxes. A four digit PIN will now be required. Suddarth will check to see if all signators need to be present when the PIN is established.

An invitation was received regarding the celebration of the newly renovated Youth Services Department at the Public Library of North Aurora.

A flier regarding the annual trustee workshop May 16 in Tinley Park was shared.

An invitation to the Cadence Health community leadership luncheon was shared.

An advice letter from Attorney Ritzman was received regarding closed sessions. The Board is reminded that the only subjects allowed for discussion in a closed session are the ones printed on the posted agenda.

An invitation to the annual LACONi Library Trustee Banquet April 17 was shared.

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – WORKING BUDGET

Suddarth explained the working budget. It will be finalized in the next weeks and voted on at the May meeting.

B. ADMINISTRATION & PERSONNEL

Vanco reported she and Shanahan met with Suddarth and discussed his annual review.

C. SYSTEM REPRESENTATIVE

RAILS is requiring all libraries to be a part of a consortium for book sharing. We already are part of OCLC.

D. BUILDING & PROPERTY

See director's report

IX. LIBRARY DIRECTOR'S REPORT

New flags have arrived and been installed. The tile will be cleaned next week.

Suddarth discussed several pieces of pending legislation. The one regarding the gradual raising of the minimum wage has a good chance of passing.

Dawn Leardi has been hired as the new adult programming assistant, and Gail Cairns has left for a job at the Wheaton library.

Tenyak-O'Connor and Suddarth attended the Winfield Intergovernmental Forum March 12.

Suddarth attended the Village board meeting April 2 to answer questions about the budget, which should be approved at the village's April 16 meeting.

X. OLD BUSINESS

A. SERVER QUOTE – REVIEW AND APPROVAL

Suddarth presented two proposals for a new server and software and installation. Mego moved approval of the bid from Technology Asset Performance and Management for a total of \$13,083; Keck seconded. Ayes: all present

B. BYLAWS & TRUSTEE EXPECTATIONS – REVIEW AND APPROVAL

Keck moved to defer discussion of the ByLaws until the proposed additional wording has been reviewed by legal counsel; Mego seconded. Ayes: all present

C. HARASSMENT POLICY – REVIEW AND APPROVAL

Reviewed and accepted with no changes

XI. NEW BUSINESS

A. ACCOUNTING CONTRACT – REVIEW AND APPROVAL

Suddarth presented two bids for the accounting contract. Mego moved approval of the proposal from Lauterbach & Amen; Vanco seconded. Ayes: all present

B. LANDSCAPING CONTRACT – REVIEW AND APPROVAL

Keck moved approval of the landscaping contract for 2015 from Sitarz Landscape and Maintenance, Inc, for \$3120.00; Mego seconded. Ayes: all present

C. BOARD MEETING CALENDAR – REVIEW AND APPROVAL

Keck moved acceptance of the Board Meeting Calendar for FY 15-16; Vanco seconded. Ayes: all present

D. ETHICS RESOLUTION – REVIEW AND APPROVAL

No changes

E. POST ISSUANCE COMPLIANCE REPORT FOR 2013 DEBT ISSUANCE

Board accepted Suddarth's report

F. LONG RANGE PLAN

Suddarth will contact COD and see if they can provide guidance

G. SERVING OUR PUBLIC – PUBLIC SERVICES: REFERENCE AND READER'S ADVISORY SERVICES

Reviewed

XII. OTHER BUSINESS

The village plans to replace the bench at the SW corner of the lot, and wanted to make sure the library does not own it. Board agreed it belongs to the village.

The Friends want to purchase a memorial bench for the north side of the building. Suddarth will see if the village can supply one at the Friends' expense that will match the new one on the SW corner.

Suddarth reminded the board it is time to discuss Good Old Days participation.

Vanco expressed her thanks for a good experience on the Board over the past years.

XIII. ADJOURNMENT

Vanco moved adjournment; Mego seconded.