

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

April 13, 2016, 7:30 p.m.

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

I. OPENING

The meeting was called to order by President Mego at 7:30 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Mego, Brown, Keck, Boyle, Johnson, Tenyak-O'Connor

Also Present: Matthew Suddarth, Phil Mustes

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE MARCH 16, 2016 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Suddarth noted the expense for office interiors is for the new meeting room tables. The library is buying two, and the Friends are buying two.

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

VI. COMMUNICATION AND CORRESPONDENCE

A letter was received from the Secretary of State stating that the Per Capita grant will be funded at \$0.77085 per resident.

An invitation to the LACONI Trustee Banquet was shared.

A flier about an ATLAS trustee training about FOIA, OMA, and the Patriot Act on May 14 was shared.

A letter telling who the new LiMRCC board members are was shared.

An editorial from the St. Louis Post Dispatch regarding how the Koch brothers' Americans for Prosperity influenced the outcome of a library referendum in Plainfield, IL.

A flier about Library Appreciation at the White Sox game on July 8 was shared.

VII. CITIZENS TO SPEAK

None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – WORKING BUDGET

Suddarth presented a draft of the working budget, and offered explanations. The CPI for 2015 is 0.8%.

\$16,000.00 from the MERIT foundation has been added to the income and expenditures sides. Due to new growth, estimated income has risen by 4.51%. The final budget will be voted on at the May meeting.

B. ADMINISTRATION & PERSONNEL – CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S ANNUAL REVIEW (5 ILCS 120/2(c)(1))

Brown moved the board move to closed session to discuss the library director's annual review; Tenyak-O'Connor seconded. Brown: yes. Tenyak-O'Connor: yes. Keck: yes. Boyle: yes. Johnson: yes, The Board entered closed session at 8:15 PM

Board returned to open session at 8:40 PM. Mego confirmed the Board's agreement on a 3% salary increase for Suddarth, and 3% for him to use as he wishes for other staff positions.

C. SYSTEM REPRESENTATIVE

Suddarth attended the RAILS update meeting at Burr Ridge. System membership standards were discussed, with

many libraries questioning the practicality of some of the standards. RAILS is gathering feedback and will discuss revisions.

D. BUILDING & PROPERTY

See Director's Report

IX. LIBRARY DIRECTOR'S REPORT

The carpet was cleaned and tiles refurbished. The electrician has been called to look at the light outside the main entrance. Fire extinguishers were inspected.

The retaining all on the south side of the building is buckling and beginning to topple inward. Sitarz Landscaping will be asked to do what needs to be done to make it safe.

Legislation is the same as last month, with no progress being made.

The Graphic Arts/Marketing position has been advertised, and interviews are being scheduled.

The village introduced the appropriations budget April 7, and will approve it at their April 21 meeting.

X. OLD BUSINESS

i. LONG RANGE PLAN

Mego and Boyle will review the draft LRP and report at the May meeting.

ii. APPOINTMENT TO FILL VACANT TRUSTEE SEAT

No applications have been received. Opening will be posted again.

iii. COPIER

One proposal has been received. Board asked Suddarth to get at least two more proposals.

iv. STATEMENT HONORING IDA LEE

Board approved a statement honoring Ida Lee that Mego will read at the Friend's annual meeting.

XI. NEW BUSINESS

i. POST ISSUANCE COMPLIANCE REPORT FOR 2013 DEBT ISSUANCE

Suddarth presented the compliance report for the 2013 debt issuance.

ii. BOARD MEETING CALENDAR

Tenyak-O'Connor moved approval of the Winfield Public Library Monthly Schedule for FY 16-17; Johnson seconded. Ayes: all present

iii. ETHICS RESOLUTION

Reviewed, accepted with no changes

iv. NON-RESIDENT CARD RESOLUTION

Brown moved approval of the Winfield Puboic Library Resolution For Participation IN the Non-Resident Library Card Program, L 16-03; Tenyak-O'Connor seconded. Ayes: all present

v. BOARD PACKETS

Board discussed whether to move to all electronic presentation of the board packets. Board members informed Suddarth on their personal preferences, and he will accommodate.

vi. BUILDING DEDICATION PLAQUE

Board discussed different options. Members will look at the current plaque, think about where a new plaque would fit best, and discuss further at the May meeting.

vii. STAFF IN-SERVICE BREAKFAST

Staff in-service day is May 20. Tenyak-O'Connor will organize board members to provide breakfast for the staff.

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

Reviewed by all. Special recognition of Katie Clark for going above and beyond to find answers for patrons was mentioned.

XII. OTHER BUSINESS

The Community Grant from NW/CDH is now open for applications.

XIII. ADJOURNMENT

Brown moved adjournment of the meeting; Keck seconded. Ayes: all present. The meeting was adjourned at 9:45 PM.