

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

April 12, 2017, 7:30 p.m.

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

**I. Opening**

**II. Pledge of Allegiance**

**III. Roll Call**

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

Absent: None

Also present: Matthew Suddarth, library director

**IV. Approval of Agenda**

Johnson moved approval of the agenda, Tenyak-O'Connor seconded.

Ayes: all present.

**V. Consent Agenda**

A. Approval of the minutes of the March 8, 2017 meeting

B. Financial Report

C. Approval of Bills

Tenyak-O'Connor moved approval of the consent agenda as presented. Johnson seconded.

Ayes: all present.

**VI. Communication & Correspondence**

Discussion about *Publisher's Weekly* article about e-books and a letter from Northwestern Medicine Central DuPage Hospital Community Chest Grant program.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. Finance – The board reviewed the working budget as present by director Suddarth

B. Administration & Personnel – Mego and Tenyak-O'Connor reported they had discussed the Director's Evaluation results with director Suddarth.

C. System Representative – Suddarth will be voting on behalf of the Library in the Library System board election.

D. Building & Property

See Director's Report.

**IX. Library Director's Report**

- The inducer motor on one of the lower level furnaces stopped working. It has been replaced.
- The proposed Federal budget would eliminate all funding for the Institute of Museum and Library Services (IMLS), which could affect the funding of grants to the Illinois State Library and to this Library.
- The Winfield Library Friends spring book sale raised over \$1,800.
- Suddarth reported he had attended several meetings, including the Winfield Intergovernmental Forum, the Winfield Historical Society, and the Winfield Village Board.

**X. Old Business**

A. Long Range Plan

There was a short discussion about the options in regard to the outdoor stairs. The consensus was that the steps should be repaired and the upper door to the Library should remain.

B. Director's Evaluation Form review

The discussion continued about the possibility of revising the form to be more relevant. Trustees Johnson and Hjerpe have volunteered to present drafts at the next board meeting.

C. Mold Remediation

- i. On a motion from Brown and a second from Tenyak-O'Connor, the board approved the revised quote from ACR for the mold remediation. Ayes: all present.
- ii. On a motion from Brown and a second from Johnson, the board approved to close the library on Monday, May 1, 2017 for the remediation process. Ayes: all present.

**XI. New Business**

A. Central DuPage Hospital Community Chest Grant application

The board reviewed a draft of the application and made suggestions to Suddarth for changes before submitting.

B. Post Issuance Compliance Report for 2013 Debt Issuance

Suddarth presented this report, which is required by law. It states that the library is in compliance with the terms of the issuance of the debt and that Suddarth is in possession of all records related to the issuance.

C. Board Meeting Calendar

Brown moved and Tenyak-O'Connor seconded to approve the proposed calendar for fiscal year 2017-18. Ayes: all present.

D. Ethics Resolution

The board reviewed the Ethics Resolution passed April 2004 and made no revisions.

E. Non-Resident Card Resolution

Brown moved and Tenyak-O'Connor seconded the approval the Resolution to participate in the non-resident library card program for fiscal year 2017-18

F. Internet Upgrade

On a motion by Brown and a second by Johnson, the board approved contracting with the Illinois Century Network and AT&T for an upgrade of the Library's Internet connection in an amount no greater than \$1,000 per month. Ayes: all present.

G. Staff In-Service Breakfast

Each trustee volunteered to contribute an item to the breakfast for library staff to be held Friday, May 19, 2017.

H. Serving our Public: Public Services

The board reviewed the chapter and there were no concerns regarding the Library's compliance with the recommended standards.

**XII. Other Business**

There was a short discussion about the feasibility of having an area in the library for displaying art created by local artists or local resident's collection of art.

**XIII. Adjournment**

There being no other matters to discuss, the meeting was adjourned at 9:23 p.m.

Respectfully submitted,

Carol Tenyak-O'Connor, secretary