

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 11, 2018, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Absent: Kenyon, Hjerpe

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

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

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the March 14, 2018 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

VI. Communication & Correspondence

Suddarth presented the following:

- A reminder about the upcoming LACONI Trustee Banquet
- A graphic about a recent survey of public awareness of library services
- An article about what librarians do
- An article about why reading books should be a priority for people
- A notice about a program for trustees about "Funding and Design for a Renovation or New Building Project"

VII. Citizens to Speak

None.

Hjerpe arrived at 7:38 p.m.

VIII. Reports of the Standing Committees

A. Finance – Suddarth presented a draft of the working budget for fiscal year 2018-19. He reminded the board that there will be changes made prior to their review and approval of the budget at the May meeting.

B. Administration & Personnel – nothing.

C. System Representative – no report.

IX. Library Director's Report

Suddarth updated his written report with a few minor additions.

X. Old Business

A. Long Range Plan

Mego reported he had no update

B. 50th anniversary events – nothing to report

C. Staff in-service day – Tenyak-O'Connor passed out index cards with assignments for the trustees. Each trustee took one and will complete the item on the card for the in-service day breakfast.

D. Accounting contract – Suddarth presented proposals from Lauterbach & Amen and Sikich. After a discussion and on a motion made by Brown with a second from Tenyak-O'Connor, the board approved the three-year contract with Lauterbach & Amen.

Ayes: all present

Nays: none.

XI. New Business

A. Post Issuance Compliance Report for 2013 Debt Service

Suddarth presented the document. This will be filed with the previous years' reports.

B. Board Meeting calendar – the board reviewed the calendar of board meeting activities for the 2018-19 fiscal year. Johnson moved approval with a second from Tenyak-O'Connor.

Ayes: all present.

Nays: none.

C. Ethics Resolution – the board reviewed the resolution passed in 2004 and made no changes.

D. Non-resident Card Resolution – Suddarth presented this year's version of the resolution. Brown moved approval with a second by Tenyak-O'Connor.

Ayes: all present.

Nays: none.

E. Landscape Maintenance Contract

Brown moved approval of the proposal from Sitarz Landscape & Maintenance. Tenyak-O'Connor seconded.

Ayes: all present.

Nays: none.

F. Discussion about Communication with Staff – the board clarified and instructed Suddarth to inform the staff that the board appreciates their efforts to keep the library running well and that if they feel uncomfortable discussing something with Suddarth, they should contact a trustee. Suddarth will remind staff of this in their annual reviews this month.

G. Serving our Public – The board reviewed Chapter 8, "Public Services: Reference and Reader's Advisory."

XII. Other Business

Suddarth asked the board for approval to dispose of old equipment that was being replaced.

It was the consensus of the board to do so.

XIII. Adjournment

The meeting was adjourned at 8:41 p.m.