

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

August 13, 2014

7:30 p.m.

I. OPENING

The meeting was called to order by President Tenyak-O'Connor at 7:30 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Brown, Keck, Mego, Shanahan, Hendricks

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 JULY 13, 2014 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

Suddarth noted the new air conditioning unit for youth services area was posted under 5880-1003, Capital Improvements

VI. COMMUNICATION AND CORRESPONDENCE

A letter was received from Village President Spande thanking Suddarth and Tenyak-O'Connor for attending an Intergovernmental Forum on July 23.

An article from Pew Research comparing library usage among age groups was shared.

A detailed analysis of proposed changes to administrative rules at the Illinois State Library pertaining to systems was shared. Board members are invited to comment at the RAILS web site.

VII. CITIZENS TO SPEAK

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. AUDIT REPORT

A presentation of the audit is expected in September

ii. TAX LEVY

Proposed tax levy was shared for review. Will be voted on in September

B. ADMINISTRATION & PERSONNEL : no report from committee

C. SYSTEM REPRESENTATIVE

Mego and Suddarth attended the EDGE Initiative training. They will review their findings and make a suggested plan to the board

D. BUILDING & PROPERTY

IX. LIBRARY DIRECTOR'S REPORT

The landscaping on the north side of the building is done, and the parking lot will be patched and striped soon.

The stair treads have been installed.

The air conditioner in the youth services areas was replaced, and the cabinets in the meeting room rehung. The gutters were cleaned.

There have been numerous staff changes. Three new pages have been hired, as they others are leaving for school obligations. Abby Hansen has resigned, and the public relations/marketing assistant job is being advertised, along with

the tech services position. David Kelsey has been hired as the adult programming assistant. Norma Rude has resigned. Suddarth will be serving on the ILA nominating committee.

The library and the Friends are sponsoring an after-hours program on Oct. 24, in conjunction with a fund-raising dine out event.

Summer reading program is over, and was a success again.

X. OLD BUSINESS

A. LIBRARY WALKTHROUGH

Suddarth presented a recap of the library walk-through. Board members noted many improvements, and many items still to be addressed.

XI. NEW BUSINESS

A. PER CAPITA GRANT

A copy of the per capita grant application was handed out. Suddarth will complete the application and present it for review in September.

B. REFERENCE POLICY

No changes

C. SERVING OUR PUBLIC – TECHNOLOGY

Reviewed by all

XII. OTHER BUSINESS

Keck asked about establishing a routine for acknowledging staff members who leave. Brown suggested it be an advisory to the administrator, not a Board policy. Suddarth will check with other libraries to see how they handle it. Suddarth will be on vacation beginning Aug. 14.

XIII. ADJOURNMENT

The meeting was adjourned at 8:26 PM