

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

August 10, 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 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

Absent: none

Also present: Shelly Kenyon, Matthew Suddarth

**IV. APPROVAL OF AGENDA**

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

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE JULY 13, 2016 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

Suddarth noted That funds from the Per Capita Grant had been spent.

**VI. COMMUNICATION AND CORRESPONDENCE**

An article about E Book sales was shared.

Suddarth distributed information about an upcoming Trustee Workshop to be put on by RAILS.

**VII. CITIZENS TO SPEAK: none**

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE:

i. AUDIT PRESENTATION

Moved to next month.

ii. TAX LEVY

The proposed levy was reviewed in anticipation of approval next month.

B. ADMINISTRATION & PERSONNEL: no report

C. SYSTEM REPRESENTATIVE: no report

D. BUILDING & PROPERTY: see director's report

**IX. LIBRARY DIRECTOR'S REPORT**

A. New shelving and slat wall have been installed.

B. The parking lot sealcoating project continues. the company is coming back to finish the striping.

C. Governor signed new law in regard to 1934 Liquor Control Act and library districts.

D. Excess furniture is being donated.

- E. Copier vendor selection process continues.
- F. Illinois Library Association Conference is October 18-20, with Trustee Day being October 20.
- G. Director Suddarth met with Insurance Agent to review policies.
- H. Director Suddarth attended A presentation titled Library Community Partnerships.

**X. OLD BUSINESS**

**A. LONG RANGE PLAN**

There was a general discussion about the Strategic Framework which was prepared by Mego . It was determined that the first step would be for Director Suddarth to ask the staff to assess services and facilities. He will report on progress to date next month, with hopes to have some results in 90 days.

**B. BUILDING DEDICATION PLAQUE**

Three quotes were presented, and the decision was made to go with the middle quote, based on Trustees past good experiences with that company. It was reported that former Trustee Cindy Keck made a generous donation to the Library, and the Trustees agreed that it should be applied to the cost of the plaque.

**C. GOOD OLD DAYS PARADE**

Suddarth submitted the form to be in the parade.

**D. BUILDING WALKTHROUGH**

Discussion regarding main points of the results from the walkthrough, which were mold on the ceiling, stairs out front and signage.

**XI. NEW BUSINESS**

**A. APPOINTMENT OF BOARD SECRETARY**

Due to the resignation of Trustee Secretary Keck, it became necessary to elect a new secretary. After a discussion and upon a motion by Johnson and a second from Hjerpe, Carol Tenyak-O'Connor was unanimously appointed Secretary.

**B. REFERENCE POLICY** Reviewed, no changes were recommended.

**C. CLOSED SESSION FOR DISCUSSION OF TRUSTEE VACANCY**

It was determined that closed session wasn't necessary, and a discussion was held in regard to candidates who had previously applied for the position now held by Hjerpe. It was decided to invite the next candidate on the selection list to attend the next meeting.

**D. SERVING OUR PUBLIC – TECHNOLOGY:** Reviewed by all, no concerns were noted

**XII. OTHER BUSINESS**

There were no other matters to discuss.

**XIII. ADJOURNMENT**

The meeting was adjourned at 8:58 PM