

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

December 10, 2014, 7:30 p.m.

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

**I. OPENING**

The meeting was called to order by president Tenyak-O'Connor at 7:35 p.m.  
On consensus of the board, Will Mego agreed to act as secretary pro tempore.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Tenyak-O'Connor, Brown, Mego, Hendricks  
Absent: Keck, Vanco, Shanahan  
Also present: Matthew Suddarth, Library Director

**IV. APPROVAL OF AGENDA**

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

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE NOVEMBER 12, 2014 MEETING  
B. FINANCIAL REPORTS  
C. APPROVAL OF BILLS

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

**VI. COMMUNICATION AND CORRESPONDENCE**

An article was shared concerning why the author feels going to the library is good for her children and the planet.

**VII. CITIZENS TO SPEAK**

None.

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE: No report  
B. ADMINISTRATION & PERSONNEL: No report  
C. SYSTEM REPRESENTATIVE:

Mego reported on the passage of Illinois HB 3796 and the RAILS analysis of the recent ISL proposed changes.

D. BUILDING & PROPERTY: No report

**IX. LIBRARY DIRECTOR'S REPORT**

Suddarth reported on an issue with a ceiling heater in the lower entry which is malfunctioning and producing a noticeable smell; the HVAC company intends to examine it sometime in the next week. Carpets were cleaned in late November.

There are some residual issues with HVAC zones/thermostats/damper; some issues have been resolved, but balancing issues between the offices, Youth Services workroom, and Meeting rooms are still ongoing but being addressed.

The Illinois state legislature passed a bill with changes to FOIA, highlighting the addition of allowing governmental bodies to post documents subject to FOIA on their website, thus increasing transparency.

The library will be having their annual holiday open house program on Saturday, December 13; trustees were encouraged to attend.

A light in the parking lot is not working; upon examination by the electrician, it was determined to be the fixture itself and not the bulb. Because the fixture is very old, and a replacement may be difficult to locate, it might take some time to repair.

Now that the library is once again fully staffed, processing times for new materials is dropping measurably.

Suddarth attended meetings of LACONI, the ILA Nominating Committee, the Winfield village administrator's meeting, and Winfield Village Board meetings on 11/20 and 12/4.

**X. OLD BUSINESS**

**A. ELEVATOR MAINTENANCE CONTRACT – REVIEW AND APPROVAL**

After discussion of an inexplicable invoice and behavior from OTIS, a response to the invoice was crafted and agreed upon, as well as approval of a contract for elevator maintenance with Urban Elevator Service of Cicero, IL.

Brown moved approval; Hendricks seconded. Ayes: all present.

**B. CLOSED SESSION TO REVIEW MINUTES OF CLOSED SESSIONS (5 ILCS 120/2 (c) 21)**

Mego moved to postpone until the January meeting; Hendricks seconded. Ayes: all present.

**C. MOTION REGARDING CLOSED SESSION MINUTES**

Mego moved to postpone until the January meeting; Hendricks seconded. Ayes: all present.

**XI. NEW BUSINESS**

**A. BYLAWS – REVIEW AND APPROVAL**

After discussion of the interaction between the bylaws and state law, Suddarth will present a draft incorporating state laws into the bylaws at the January meeting.

**B. 2015 LIBRARY CLOSINGS – REVIEW AND APPROVAL**

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

**C. 2015 LIBRARY BOARD MEETING DATES – REVIEW AND APPROVAL**

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

**D. SERVING OUR PUBLIC – MARKETING, PROMOTION, AND COLLABORATION**

Reviewed by all present.

**XII. OTHER BUSINESS**

None

**XIII. ADJOURNMENT**

President Tenyak-O'Connor adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Will Mego, secretary pro tempore