

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

December 14, 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, Johnson, Tenyak-O'Connor, Hjerpe, Boyle, Kenyon

Absent: Brown

Also present: Matthew Suddarth

**IV. APPROVAL OF AGENDA**

Boyle moved approval of the agenda, Kenyon seconded. Ayes: all present.

**V. CONSENT AGENDA**

A. APPROVAL OF THE MINUTES OF THE NOVEMBER 9, 2016 MEETING

B. FINANCIAL REPORT

C. APPROVAL OF BILLS

Tenyak O'Connor moved approval of the consent agenda as presented, Kenyon seconded. Ayes: all present.

**VI. COMMUNICATION AND CORRESPONDENCE**

Suddarth presented an article from *Publisher's Weekly* titled "We Need to Talk about Reference." A short discussion followed.

**VII. CITIZENS TO SPEAK**

None.

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE – no report

B. ADMINISTRATION & PERSONNEL – no report

C. SYSTEM REPRESENTATIVE – Suddarth reported on recent RAILS information about BiblioBoard and the small percentage of Illinois residents not served by a public library.

**IX. LIBRARY DIRECTOR'S REPORT**

Director Suddarth reported the following:

- The carpet was cleaned November 11<sup>th</sup>.
- Contrasting color tape has yet to be installed on the interior stairs to increase visibility.
- Results from the air testing required to address the mold issues has been received. The process continues; we are awaiting asbestos test results.

- The annual Holiday Open House was well attended. Thanks to Bob Brown who portrayed Santa Claus, and to the Friends, who provided refreshments.
- New photocopiers have arrived. They will soon be operational for patrons.
- The library received a donation from the MERIT foundation.
- He attended two village board meetings where the tax levy was introduced and subsequently approved.

**X. OLD BUSINESS**

**A. LONG RANGE PLAN**

Mego will meet with Suddarth to review and summarize the services survey.

**B. BUILDING DEDICATION PLAQUE**

Suddarth presented the final proof, and reported that it will be completed before the next meeting.

**C. BUILDING WALKTHROUGH**

Facility issues continue to be addressed. The signage for the doors is to be delivered this week.

**D. MOLD MITIGATION PROPOSAL**

See comments from Library Director's report.

**E. PER CAPITA GRANT**

Suddarth presented the completed application. After reviewing and suggesting changes, the board approved its submittal to the Illinois State Library.

**F. TRAVEL REIMBURSEMENT RESOLUTION**

On a motion made by Tenyak-O'Connor and seconded by Johnson, the board unanimously approved the resolution.

**XI. NEW BUSINESS**

**A. BYLAWS**

No changes were recommended by trustees or staff.

**B. SERVING OUR PUBLIC – CHAPTER 10, “MARKETING, PROMOTION, AND COLLABORATION”**

C. The trustees felt that the Library is following the recommendations in this chapter.

**XII. OTHER BUSINESS**

Mego asked about the feasibility of obtaining numbers on the volume of usage the language program “Mango” receives. Suddarth indicated he will research the matter.

**XIII. ADJOURNMENT**

The meeting was adjourned at 8:48 p.m.