

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 13, 2017, 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, Boyle, Kenyon, Hjerpe, Johnson

Absent: Brown, Tenyak O'Connor

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Kenyon moved and Boyle seconded the approval of the agenda.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the November 8, 2017 meeting

B. Financial report

C. Approval of bills

Hjerpe moved and Kenyon seconded the approval of the consent agenda.

Ayes: all present

VI. Communication & Correspondence

Suddarth presented a letter from Rebecca Johnson of the MERIT foundation informing the library of a \$4,000 donation they are making to the library. Also included in the packet was a copy of the bookmark the library has made to promote the Winfield Library Friends participation in the Amazon Smile program and an article about a man who gave up a job in order to build free libraries in India.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance – Suddarth reminded the trustees that the Appropriations Budget would be introduced at the January meeting.

B. Administration & Personnel – no report.

C. System Representative- no report.

IX. Library Director's Report

Suddarth reported the following:

- The gutters have been cleaned
- A few electrical items need repair.
- The tile was stripped and waxed.
- SB851 regarding a property tax freeze was not passed.

- The Federal Communications Commission is scheduled to vote on changes to rules regarding “Net Neutrality.”
- Library page Sydney Hanlon will be leaving.
- The annual Holiday Open House was held Saturday, December 9
- The Winfield Library Friends met, Suddarth attended two village board meetings, and he completed the webinar for the per capita grant requirement.

X. Old Business

A. Long Range Plan

Mego plans on having a draft of the priorities to present at the January meeting.

B. Director’s Evaluation Form

Mego has provided Hjerpe and Johnson with a draft form that will be reviewed and scheduled for approval at the January meeting.

C. Per Capita Grant

- i. The board reviewed chapter 12 of *Serving our Public 3.0*.
- ii. The board discussed their individual reviews of chapters 1-5 of *Trustee Facts File*.
- iii. The board and Suddarth discussed the continuing education requirement.
- iv. The board reviewed the application form. It will be completed for approval at the January board meeting.

XI. New Business

A. Policy

i. Harassment

The board reviewed the policy and made one change. Kenyon moved approval of the policy as amended, Boyle seconded.

Ayes: all present.

ii. Adoption of Resolution 17-5

Boyle moved and Johnson seconded approval of the resolution.

Ayes: all present.

iii. Bylaws

There was a discussion regarding changing “Other Business” to different wording on the board agenda. The board decided not to make the change at this time.

B. Serving our Public – Chapter 6, “Access”

The board reviewed the chapter.

XII. Other Business

There was a discussion regarding the feasibility of opening on Sundays. It was decided that this would be better pursued as part of the long range plan.

Suddarth mentioned that the library’s 50th anniversary would be in 2018. It was decided this should be placed on the January agenda for further discussion.

XIII. Adjournment

The meeting was adjourned at 8:43 p.m.