

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 12, 2018, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:31 p.m.

II. Pledge of Allegiance

III. Roll Call

Present: Johnson, Tenyak-O'Connor, Kenyon, Mego, Hjerpe

Absent: Boyle, Brown

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Kenyon moved approval of the agenda. Johnson seconded.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the November 14, 2018 meeting

B. Financial report

C. Approval of bills

Hjerpe moved and Johnson seconded the approval of the consent agenda. Hjerpe asked for a correction to the minutes to show that Suddarth was not "office" but "off."

Ayes: all present

VI. Communication & Correspondence

Suddarth presented the following:

- A letter from Chase Bank informing the library that there were a few changes to the Safe Deposit Box agreement
- An article about a story from NPR regarding libraries

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance – no report. Suddarth suggested the board consider closing the account at Grand Ridge Bank because the library has not accessed the account for several years. It was the consensus of the board to discuss this at the January meeting.

B. Administration & Personnel – no report.

C. Landscape Plan committee – no report. Suddarth was asked if he knew when the downed tree branches would be dealt with. He will follow up with the landscapers.

IX. Library Director's Report

Suddarth updated his written report and answered several questions about it. A highlight of the report was the success of this year's Holiday Open House.

X. Old Business

A. 50th anniversary events – Suddarth reported the library history PowerPoint was displayed at the Holiday Open House along with “artifacts” from the library’s history.

XI. New Business

A. Per Capita Grant – the board reviewed chapters 6-10 of “Trustee Facts File.” A short discussion followed. Suddarth reviewed the status of the other requirements for the grant. Mego has completed the required board training and other requirements are being worked on.

B. By-laws – the board reviewed the by-laws and made no changes.

C. Serving our Public – Chapter 10, “Marketing, Promotion, and Collaboration” – the board reviewed the chapter.

XII. Other Business

Suddarth reminded the board the annual Illinois Library Association Trustee Forum meeting will be held in March

Suddarth asked the board if it would be possible to close Friday, February 15, 2019 for a special staff in-service day. The board asked that this be placed on the January agenda for discussion.

Suddarth mentioned that there is a new chamber of commerce in Winfield that has asked the library to join. It was the consensus of the board that this be placed on the January 2019 agenda for discussion.

Suddarth received a call from a parishioner of St. John’s church asking if the library would be willing to allow a sign on its property at the corner of Winfield Rd. and Sunnyside St. directing people to the church for services. The Board would like to discuss this further before making a decision and agreed it may require a policy to be created or amended before the library could allow this. Additionally, it was suggested that personnel at the village be consulted about the legality of having this sign. Suddarth will pursue further.

XIII. Adjournment

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