

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

February 12, 2014

7:30 p.m.

I. OPENING

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Mego, Keck, Shanahan, Vanco, Hendricks

Absent: Brown

Also Present: Matthew Suddarth, Phil Mustes

IV. APPROVAL OF AGENDA

Vanco moved approval of the agenda as presented; Shanahan seconded. Ayes: all present

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JANUARY 8, 2014 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Suddarth reported that the final tax allocations have been received, and another large bill from Mazur and Sons has been paid. It will soon be time to close out the bond account and transfer in monies from the Illinois funds to cover expenses. Suddarth will do that as late as possible to maximize the amount of interest received on the Illinois funds.

Keck moved approval of the consent agenda as presented; Vanco seconded. Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

A letter was received from the Secretary of State announcing a per capita grant of \$11,350.

Suddarth reported receiving several e-mails from patrons expressing thanks for good service.

Board members were invited to the groundbreaking ceremony for the Ronald McDonald House on March 18.

A memo was shared regarding Trustee Allen's proposal to extend the TIF district to the south, which would encompass the library. The village board tabled the item.

An invitation to the Western DuPage Chamber of Commerce annual dinner was received.

Several news articles regarding e-books and net neutrality were shared.

VII. CITIZENS TO SPEAK

None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – APPROPRIATIONS BUDGET APPROVAL

Suddarth presented a draft appropriations budget. Due to several computation errors, it will be revised and presented at the March meeting.

B. ADMINISTRATION & PERSONNEL – CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S ANNUAL REVIEW (5 ILCS 120/2(c)(1))

Mego moved the board enter closed session for the purpose of discussing the library director's annual review; Vanco seconded. Mego: yes, Vanco; yes. Tenyak-O'Connor; yes. Keck; yes. Shanahan: yes. Hendricks; yes. The board entered closed session at 7:49 PM.

The board entered open session at 8:32 PM. Keck moved approval of a 6.3% raise for Suddarth as discussed in closed session; Shanahan seconded. Ayes: all present

C. SYSTEM REPRESENTATIVE

There will be a system update meeting at 9:30 AM March 5 at the Burr Ridge office.

There is an ongoing auction of furnishings from closed facilities.

D. BUILDING & PROPERTY

Punch list items continue to be taken care of, along with a few minor repairs such as the automatic door opener on the new door, a circuit breaker, blinds on the meeting room doors, a bumper for the handle of the closet door in the meeting room. New carpet has been installed in the upstairs circulation desk area, and a new light fixture over youth services circulation. The locksmith is working on getting more keys for the new outside door. Suddarth has received bids on installing some of the leftover carpeting in the work room area, and new light fixtures in the staff break room. The HVAC fall check has been done, and a plumber come out to pump water out of the dumb waiter shaft. That problem may be solved when the drainage and the threshold outside the west door are resolved.

IX. LIBRARY DIRECTOR'S REPORT

There is legislation pending concerning internet filtering, tax increases, and open records.

Suddarth filed the Public Library Certification.

Staff has been trained on voter registration.

Suddarth reported on several meetings attended.

The Library Friends spring books sale is March 6-8, and their annual meeting is April 12. Robert Goldsborough, who is continuing the Nero Wolfe series, will be the featured speaker.

X. OLD BUSINESS

A. GENERAL POLICY

Shanahan moved adoption of the General Policy as presented; Keck seconded. Ayes: 4. Nays: 2
Mego staff needs to be made aware of the new provision in the policy that prohibits pets inside the building.

B. STAFF DINNER

After discussion, board recommended Suddarth plan a staff dinner at a local restaurant, not to include board members.

XI. NEW BUSINESS

A. CDH COMMUNITY CHEST GRANT

Suddarth has prepared a request for \$3,636.12 to replace carpeting on the indoor stairs with safety stair treads. Board members are invited to the presentation with him on Feb. 22.
(Tenyak-O'Connor left the meeting at 9:15 PM, and Secretary Keck took over as president pro tem)

B. SERVING OUR PUBLIC – PERSONNEL

Reviewed by all

XII. OTHER BUSINESS

Board members reported unusual quarantine summaries coming from the library spam filter on library e-mails.

Suddarth will look into it.

Suddarth introduced two books on public library long range planning and encouraged board members to check them out.

Vanco, Hendricks and Suddarth will attend the ILA trustee training workshop in Oak Brook Feb. 15.

The personnel committee will meet with Suddarth to go over details of his review.

XIII. ADJOURNMENT

The meeting was adjourned at 9:31 PM