

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

February 11, 2015, 7:30 p.m.
Winfield Public Library, 0S291 Winfield Rd., Winfield, IL

I. OPENING

The meeting was called to order by president Tenyak-O'Connor at 7:54 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, Shanahan
Absent: Keck, Vanco, Hendricks
Also present: Matthew Suddarth, Library Director
Phil Mustes, Village Trustee

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 research librarians at the New York Public Library.

VII. CITIZENS TO SPEAK

None.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE: APPROPRIATIONS BUDGET APPROVAL

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

B. ADMINISTRATION & PERSONNEL: CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S REVIEW

Mego moved to postpone definitely until the March meeting; Brown seconded. Ayes: all present.

C. SYSTEM REPRESENTATIVE: No report.

D. BUILDING & PROPERTY: No report

IX. LIBRARY DIRECTOR'S REPORT

The heater in the lower entry was examined, and is believed to be in good working order; the smell identified previously is likely dust burning off the heating coil. An eye will be kept on it.

The Youth Services workroom lockset has been problematic, and a locksmith is working on the solution.

Various cabinets and drawers have been purchased to fill a number of needs and awkward empty spots.

Legislation is relatively quiet at the moment; reasons why were discussed. HB200 could allow grants for libraries to assist in the purchase of Automated External Defibrillators.

The annual library certification and the Public Library Data Survey have been completed.

The county's list of staff qualified to serve as voter registrars has been updated, and new staff will be trained.

Adult Programming Assistant David Kelsey has left to begin a full-time position with another library.

Door count numbers were discussed, with high numbers being projected for this fiscal year.

Suddarth additionally reported on Winfield Library Friends meetings and activities.

X. OLD BUSINESS

A. BYLAWS – REVIEW AND APPROVAL

Mego moved to postpone definitely until the March meeting; Brown seconded. Ayes: all present.

XI. NEW BUSINESS

A. SERVER QUOTE – REVIEW AND APPROVAL

Comparisons of proposed hardware and software were discussed, as well as appropriate backup systems. Another set of quotes will be acquired with modified specifications.

B. PHOTOCOPIER

The existing photocopier is nearing the end of its usable life, and currently repairs are reliant upon “cannibalized” parts. The company has advised that a replacement will be needed in 2015. Options were discussed, and additional info will be obtained from the current company.

C. BOARD MEETING DATES

Conflicts between Board of Trustee meeting dates and the book sales in March and September were raised, and Suddarth was directed to investigate alternate meeting locations for those meetings.

D. SERVING OUR PUBLIC – PERSONNEL

XII. OTHER BUSINESS

None.

XIII. ADJOURNMENT

President Tenyak-O’Connor adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Will Mego, secretary pro tempore