

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

February 10, 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, Boyle, Tenyak-O'Connor, Johnson

Absent: Brown, Keck, Shanahan

Also present: Matthew Suddarth, Phil Mustes

IV. APPROVAL OF AGENDA

Tenyak-O'Connor moved approval of the agenda as presented; Boyle seconded. Ayes: all present.

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JANUARY 13, 2016 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Tenyak-O'Connor moved approval of the consent agenda as presented; Boyle seconded.

Ayes: all present.

VI. COMMUNICATION AND CORRESPONDENCE

An invitation to the Western DuPage Chamber of Commerce Annual Dinner on March 4th was shared.

A memo from the Illinois Library Association was reviewed. It listed and described various legislative items which impact Illinois libraries.

An invitation to the 2016 LACONI Trustee Banquet was shared.

An article about low levels of digital library borrowing was shared.

VII. CITIZENS TO SPEAK

Mr. Mustes stated that he addressed the road surface issue on Sunnyside with the village.

This will be added to the village's agenda and should be fixed in the spring. He was thanked for his quick turnaround on this matter.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – APPROPRIATIONS BUDGET

The appropriations budget was presented and the \$25,000 "Designated Donations" amount was explained. Tenyak-O'Connor moved approval of the appropriations budget as presented; Boyle seconded. Ayes: all present.

B. ADMINISTRATION & PERSONNEL – LIBRARY DIRECTOR'S ANNUAL REVIEW

The closed session for discussion of the director's annual review will be postponed to March due to many trustee absences.

C. SYSTEM REPRESENTATIVE

Suddarth will attend the next RAILS update session in March.

D. BUILDING & PROPERTY

Suddarth discussed the replacement and cost of a broken furnace motor.

IX. LIBRARY DIRECTOR'S REPORT

Legislators have until February 19th to introduce substantive bills.

Suddarth completed the Public Library Association's yearly survey as well as the Public Library Certification.

Shahla Alhamy, a student from College of DuPage, will be doing her practicum at the library beginning February 15th. Suddarth met with her on January 26th.

Discussions for the summer reading program have begun.

Service has been called on the downstairs handicap door button which is not working properly.

Communication have begun with Otis Elevator on correcting some elevator issues.

Mego inquired about the new folding tables. They have not been ordered yet.

X. OLD BUSINESS

A. LONG RANGE PLAN

Mego asked other board members for input on the long range plan and he welcomes any board members to assist him on completing the plan.

B. BY-LAWS

Suddarth combined the revisions from Attorney Ritzman, Carol Tenyak-O'Connor, and Will Mego into a new document which was reviewed. Minor changes were made. Mego questioned whether the Public Comment at Board Meetings document should be replaced with a sign-in sheet available at each board meeting. This will be addressed and voted on in March.

XI. NEW BUSINESS

A. ILLINOIS FUNDS RESOLUTION TO AUTHORIZE TRANSFER OF FUNDS TO CHASE BANK ACCOUNT

Tenyak-O'Connor moved approval of the resolution as presented; Boyle seconded.

Ayes: all present.

B. SERVING OUR PUBLIC – PERSONNEL

Reviewed by all.

XII. OTHER BUSINESS

The Winfield Library Friends are having their membership drive. All board members should consider joining the Friends.

Suddarth shared with regret a resignation letter from Trustee Mike Shanahan. A vacancy will be declared in March at the next meeting.

XIII. ADJOURNMENT

The meeting was adjourned at 8:57 p.m.