

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

February 14, 2018, 7:30 p.m.

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

**I. Opening**

President Mego called the meeting to order at 7:30 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

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

Absent: Brown, Boyle

Also present: Matthew Suddarth, library director

**IV. Approval of Agenda**

Kenyon moved and Johnson seconded the approval of the agenda.

Ayes: all present

**V. Consent Agenda**

A. Approval of minutes of the December 13, 2017 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

**VI. Communication & Correspondence**

Suddarth presented the 2018 Illinois Library Association Legislative Advocacy "Palm Card."

Also presented were two articles. One was about keeping library users happy by keeping books in the library. The other was about the "Best Public Libraries" in the western suburbs.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. Finance – Suddarth introduced the budget. After a short discussion, Kenyon moved and Johnson seconded approving the budget as presented.

Ayes: all present.

B. Administration & Personnel – Mego presented a draft of the new director's evaluation form. After a discussion, Johnson moved and Hjerpe seconded approving the document with minor editorial changes.

Ayes: all present.

Suddarth then presented his goals for the year along with the status of last year's goals.

C. System Representative – Kenyon and Suddarth reported the system is still working on member standards, a museum pass program, a new strategic plan, and a way to increase service to currently unserved populations.

## **IX. Library Director's Report**

Suddarth reported the following:

- The carpet was cleaned
- The Illinois Public Library Certification has been completed
- A new page has started
- The Winfield Historical Society, area library directors, and the Winfield area administrators all met

## **X. Old Business**

### **A. Long Range Plan**

Mego suggested the possibility of holding a special board meeting to determine the board's priorities and develop a final plan document.

### **B. Director's Evaluation Form**

This was covered in item 8B. of the agenda.

## **XI. New Business**

### **A. General Policy – the board reviewed and made no changes**

### **B. 50<sup>th</sup> Anniversary planning – the board agreed to form a committee to plan an event to mark the library's upcoming 50<sup>th</sup> anniversary. Hjerpe and Mego volunteered for the committee and asked Suddarth to contact former trustee Ida Lee to ask her to serve as the committee chair.**

### **C. Accounting contract – Suddarth informed the board that the current contract would expire this year. The board asked Suddarth to get proposals from other firms in addition to the current firm.**

### **D. Landscape plan – Suddarth suggested that a committee be formed to develop priorities for improving the landscaping of the grounds. Mego and Hjerpe volunteered. Johnson may like to be on the committee at a future time, and requested to be kept updated about any developments.**

### **E. Serving our Public – Chapter 1, "Core Standards"; Chapter 3, "Personnel"**

The board reviewed both chapters.

## **XII. Other Business**

Suddarth announced there would be a Good Old Days planning meeting Thursday morning, February 15<sup>th</sup> and that he would not be able to attend. Suddarth also asked if the board would like to renew the library's membership in the West Suburban Chamber of Commerce. The consensus was not to renew at this time.

## **XIII. Adjournment**

The meeting was adjourned at 9:12 p.m.