

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

January 14, 2015; 7:30 p.m.

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

**I. OPENING**

The meeting was called to order by President Tenyak-O'Connor at 7:30 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Tenyak-O'Connor, Brown, Keck, Mego, Shanahan

Absent: Vanco, Hendricks

Also Present: Matthew Suddarth, Bob Greer, Andrea Alvarez

**IV. APPROVAL OF AGENDA**

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

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE DECEMBER 10, 2014 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

**VI. COMMUNICATION AND CORRESPONDENCE**

A letter was received from the Secretary of State, Jesse White, announcing the per capita grant of \$11,350.00 to the Winfield Public Library.

An announcement of the National Library Legislative Day details was shared.

An announcement of the 2015 ILA Trustee Forum Workshop was shared.

An announcement of the 2015 Legislative Meet-Ups was shared.

Suddarth shared a notice from Paul Hinds, County Clerk, regarding new procedures for filing economic interest forms.

An invitation to the Western DuPage Chamber 5th Annual Dinner was shared.

Guidelines for applications for next year's per capita grant were shared.

An invitation to the Ronald McDonald Open House Jan. 17, was shared.

An article about the LaGrange Library switching from PC's to laptops for public use was shared.

An article about the Plainfield Public Library checking out Roku devices for streaming movies was shared.

An advisory from Ancel Glink regarding the requirement for public board to have an e-mail address for each board member, or a general e-mail address for the board, posted on the web site was shared.

**VII. CITIZENS TO SPEAK**

Andrea Alvarez of the Citizen Advocacy Center spoke. At the request of a citizen of Winfield, CAC reviewed the Board's policy regarding speakers at Board meetings. After review CAC recommends the Board review its policy and remove the sentence that states "*The law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate.*" CAC has a brochure on their website that provides recommended wording for a public comment policy, referring to the Open Meetings Act, Section 2.06 (g).

Ms. Alvarez had contacted Suddarth by phone at the library, and he recommended she bring the matter to the attention of the Board directly, since the ByLaws are adopted by the Board.

It was noted discussion of the Board's ByLaws was scheduled for later in the meeting.

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE – APPROPRIATIONS BUDGET

The appropriations budget was presented and discussed. It will be voted on at the February meeting.

**B. ADMINISTRATION & PERSONNEL – LIBRARY DIRECTOR’S ANNUAL REVIEW**

Forms for the director's annual review were shared. Board members are asked to complete them and return them to Shanahan's e-mail or folder by Jan. 28.

**C. SYSTEM REPRESENTATIVE**

No report

**D. BUILDING & PROPERTY**

See director's report

**IX. LIBRARY DIRECTOR’S REPORT**

Heating issues in the lower level, including the hot smell from the heater in the lower vestibule, continue to be worked on.

The windows were cleaned December 29.

No new legislation at this time.

Circulation statistics and attendance in the library are both up.

**X. OLD BUSINESS**

**A. CLOSED SESSION TO REVIEW MINUTES OF CLOSED SESSIONS (5 ILCS 120/2 (c) 21)**

Keck moved the Board enter closed session to review minutes of closed sessions according to (5 ILCS 120/2(c)21; Shanahan seconded. Keck, yes. Shanahan, yes. Tenyak-O'Connor, yes. Brown, yes. Mego, yes. Board entered closed session at 8:02 PM

Board entered open session at 8:10 PM

**B. MOTION REGARDING CLOSED SESSION MINUTES**

Keck moved that all minutes of closed sessions that are currently closed remain closed; Shanahan seconded. Ayes: all present

**C. BYLAWS – REVIEW AND APPROVAL**

The Board agreed to take Citizens Advocacy Center recommendations under consideration. Tenyak-O'Connor will write a revision draft of the addressed paragraph and present it at the February meeting.

**XI. NEW BUSINESS**

**A. GENERAL POLICY – REVIEW AND APPROVAL**

No changes

**B. SERVING OUR PUBLIC – CORE STANDARDS**

Reviewed by all

**XII. OTHER BUSINESS**

Brown shared a *Board Agreements and Expectations* document the school board uses to help educate the public and new board members about the commitment expected of them. Mego will present a draft of a similar document for Library Board members to the Board for review next month.

**XIII. ADJOURNMENT**

President Tenyak-O'Connor adjourned the meeting at 8:40 PM