

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

January 11, 2017, 7:30 p.m.

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

**I. OPENING**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Mego, Johnson, Tenyak-O'Connor, Hjerpe, Boyle

Absent: Brown, Kenyon

Also present: Matthew Suddarth, Library Director

**IV. APPROVAL OF AGENDA**

Johnson moved approval of the agenda, Tenyak-O'Connor seconded. Ayes: all present

**V. CONSENT AGENDA**

A. APPROVAL OF THE MINUTES OF THE DECEMBER 14, 2016 MEETING

B. FINANCIAL REPORT

C. APPROVAL OF BILLS

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

**VI. COMMUNICATION AND CORRESPONDENCE**

Discussion about article from Daily Herald about Geneva's proposed new library. Information about the upcoming Library Trustee Forum was distributed.

**VII. CITIZENS TO SPEAK**

None.

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE:

There was a short discussion of the appropriations budget, including how income and expenses are estimated and how the budget is determined. This budget is scheduled for approval at the February meeting.

B. ADMINISTRATION & PERSONNEL:

The Director's Evaluation Form was discussed, as well as the actual review. Each Trustee is to complete the form and return it Carol by the 31<sup>st</sup> of January so the forms can be compiled and discussed at the February meeting. There was interest in revising the form for next year. This will be discussed at the February meeting.

C. SYSTEM REPRESENTATIVE:

Nothing to report.

**D. BUILDING & PROPERTY:**

See Director's report.

**IX. LIBRARY DIRECTOR'S REPORT**

Director Suddarth reported the following:

- The new hours signs and the meeting room speaker have been installed.
- Contrasting color tape has been installed on the stairs to increase visibility.
- Director Suddarth met with the insurance company in regard to the mold issue. Although insurance is not available for the mold issue, the problem will be corrected.
- Suddarth reported that the state legislature will be having a "lame duck" session, but doesn't expect any new legislation that would affect the library.
- New photocopiers have been installed, and comments from patrons have been positive.
- Director Suddarth reminded the Board that the Friend's book sale will be March 9-11. Trustees are encourage to donate books.

**X. OLD BUSINESS**

**A. LONG RANGE PLAN**

Mego will meet with Suddarth to review and summarize the Services Survey.

**B. BUILDING DEDICATION PLAQUE**

The plaque is ready to be installed.

**C. BUILDING WALKTHROUGH**

Facility issues continue to be addressed.

**XI. NEW BUSINESS**

**A. GENERAL POLICY**

Upon review, no changes were recommended by trustees or staff.

**B. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES – CHAPTER 1, "CORE STANDARDS"**

The trustees reviewed the chapter and believe the Library is following the recommended standards.

**XII. OTHER BUSINESS**

Mego reminded the Board that the March meeting will be at the Winfield Park district due to space constraints at the Library.

Suddarth proposed closing the Library for a day to allow all staff to attend either the American Library Association Annual Conference in June, or the Illinois Library Association Annual Conference in October. The trustees will consider the matter at the February meeting.

**XIII. ADJOURNMENT**

The meeting was adjourned at 8:56 p.m.