

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

July 8, 2015; 7:00 p.m.

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

**I. OPENING**

The meeting was called to order by President Mego at 7:00 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Mego, Shanahan, Keck, Hendricks

Absent: Brown, Tenyak-O'Connor

Also present: Matthew Suddarth, Phil Mustes

**IV. APPROVAL OF AGENDA**

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

**V. LIBRARY WALKTHROUGH**

Attending members walked through the building and grounds and made notes.

**VI. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE JUNE 10, 2015 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

**VII. COMMUNICATION AND CORRESPONDENCE**

An email was received from Attorney Ritzman advising he would be on vacation, and noting whom to contact in his absence.

An article regarding the ILA President's testimony before the Illinois Senate opposing property tax proposals that would limit local library funding was presented.

Registration form for Good Old Parade was shared. Board agreed to walk in the parade and hand out books, but not have a float.

**VIII. CITIZENS TO SPEAK: No comment**

**IX. REPORTS OF STANDING COMMITTEES**

A. FINANCE

Suddarth reported he has filed the prevailing wage ordinance

B. ADMINISTRATION & PERSONNEL: No report

C. SYSTEM REPRESENTATIVE: No report

D. BUILDING & PROPERTY: See director's report

**X. LIBRARY DIRECTOR'S REPORT**

The paper cabinet has been installed in the children's section

Suddarth asked the cleaning service to clean the webs off the outside entrance.

Legislation is not moving forward, mostly due to the attention given to the budget stalemate in the legislature.

Marsha Spurlock has been hired as a circ assistant.

Melissa Heiden, the Graphic Arts/Marketing assistant has resigned.

Kathy broke her wrist, but is continuing to work.

The building and maintenance levy has been filed with the county.

Katie Clark and Suddarth have completed the Open Meetings Act and the Freedom of Information Act certification

for the year.

The auditors were on site for one day.

**XI. OLD BUSINESS**

**A. LONG RANGE PLAN**

Suddarth, Mego, and Shanahan met with the Small Business Institute at COD, and concluded they would not be a good fit for helping with library build a Long Range Plan. Mego will draw up a draft plan, then consult with staff, the director, and the board, and Mego and Shanahan will lead the board in putting together a Long Range Plan. COD may be a good source for programs and speakers in the future.

**B. TRUSTEE VACANCY**

Mego reported there are three applicants for the open position. He and Tenyak-O'Connor will interview them. Hendricks turned in a letter of resignation from the Board, effective at the end of the current meeting. It was accepted with regret, and with thanks for his service.

**C. CIRCULATION POLICY**

Keck moved approval of the policy as presented; Hendricks seconded. Ayes: all present

**D. SZCZEPANIAK DONATION**

Nuccia is researching items appropriate to the children's section that the approximately \$1300 can be used for.

**XII. NEW BUSINESS**

**A. BLOODBORNE PATHOGENS POLICY**

Accepted with no changes. Suddarth will make sure the clean up kit is complete, including yellow caution tape for cordoning off any areas as needed.

**B. INTERLIBRARY LOAN POLICY**

Reviewed and accepted with no changes

**C. SERVING OUR PUBLIC – FACILITIES**

Reviewed by all

**XIII. OTHER BUSINESS**

None

**XIV. ADJOURNMENT**

Keck moved adjournment; Shanahan seconded.

The meeting was adjourned at 8:26 PM