

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

July 13, 2016, 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, Brown, Keck, Johnson, Boyle

Absent: Tenyak-O'Connor

Also present: Amanda Hjerpe, Matthew Suddarth

IV. APPROVAL OF AGENDA

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

V. SWEARING-IN OF NEW TRUSTEE

Keck administered the oath of office for Trustee of the Winfield Library Board to Amanda Hjerpe.

VI. LIBRARY WALKTHROUGH

All present did a walk through of the library building and grounds, and made notes.

VII. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JUNE 8, 2016 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of the consent agenda as presented; Johnson seconded.

Suddarth noted a deposit was made to the Building and Maintenance fund, which was an insurance check from the May flood claim.

The cost of twelve new tables has been moved to the Per Capita Grant line item.

Payment to the Wildlife Removal company is for a family of skunks living in the south side wall.

VIII. COMMUNICATION AND CORRESPONDENCE

Attorney Ritzman advised he will be out of the country July 18-23.

A notice was received from the attorney's firm of an increase in rates.

An advisory from Attorney Ritzman regarding the Fair Labor Standards Act about employees earning more than \$47,476.00 per year not being subject to overtime rates was shared.

A letter from Elhers and Associates regarding Municipal Advisor Client Disclosure was shared.

An article about the DeKalb library's expansion was shared.

A referral to a National Geographic article was shared.

Guidelines for the FY 2016-FY2017 Per Capita Grant were handed out.

IX. CITIZENS TO SPEAK: none

X. REPORTS OF STANDING COMMITTEES

A. FINANCE: no report

B. ADMINISTRATION & PERSONNEL: no report

C. SYSTEM REPRESENTATIVE: no report

D. BUILDING & PROPERTY: see director's report

XI. LIBRARY DIRECTOR'S REPORT

The parking lot has been sealed, but the company is coming back to fill the potholes and clean out the drains.

The fire alarm tripped and the fire department responded after the library was closed on July 11.

The electrician has replaced the capacitors and bulbs on the lights by the main entrance.

The state legislature has passed a six-month budget. It is likely no work on the budget for the second six months of the fiscal year will happen before the new legislative session begins in January.

Joy Davis the new Circulation/Publicity assistant.

The Ice Cream Social for kick off of Summer Reading Program was a success, and a big thank-you went out to all who helped.

Katie Clark and Suddarth completed the annual FOIA and OMA certifications.

The auditors were at the library June 29-July 1, and Roy Groesbeck will present a review of the audit at the August or September meeting. There is ongoing discussion with the Village about the \$7, 241 that appears on the Library audit as being owed to the Village, but does not appear on the Village audit.

The Building and Maintenance levy was published, and has been filed with the county.

The Ronald McDonald House would like a library card so the families staying there can use the library. Suddarth is working on guidelines to make this happen.

Suddarth noted the staff does monitor the severe weather scanner, and there is a plan to respond to severe weather.

XII. OLD BUSINESS

A. LONG RANGE PLAN

Mego shared parts one and two of the proposed Long Range Plan, and will put it on the agenda for a vote at the August meeting. Please send any comments in the meantime to Mego.

B. BUILDING DEDICATION PLAQUE

Keck presented a quote of \$3,443.00 for a recognition plaque for the lower level, similar to the one in the upper level. The Board asked for two more quotes before any action is taken. Keck will find two more quotes.

C. GOOD OLD DAYS PARADE

Suddarth will fill out the form to be in the parade, and order bookmarks to be passed out.

XIII. NEW BUSINESS

A. POLICY

i. BLOODBORNE PATHOGENS

No changes were suggested. Hjerpe asked if the wording in paragraph C, "engineering and work practice controls" is something we are following. Suddarth noted is wording that is proposed by the state, and recommended by the attorney. Mego asked to have an inventory of blood borne pathogens supply kit be done, and to document the "annual training" by staff.

ii. INTERLIBRARY LOAN No changes

B. SERVING OUR PUBLIC – FACILITIES: Reviewed by all

XIV. OTHER BUSINESS

Keck submitted a letter of resignation, effective July 31. Mego and Johnson will review the most recent group of people who have been interviewed, and bring a recommendation to the August meeting.

XV. ADJOURNMENT

The meeting was adjourned at 8:58 PM