

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 12, 2017, 7:00 p.m.

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

I. Opening

President Mego called the meeting to order at 7:03 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Absent: Brown

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Kenyon moved and Johnson seconded the approval of the agenda.

Ayes: all present

V. Library Walkthrough

The trustees conducted their annual walkthrough of the building. Suddarth will compile the comments and present them at the August meeting.

VI. Consent Agenda

A. Approval of minutes of the June 14, 2017 meeting

B. Financial report

C. Approval of bills

O'Connor moved and Johnson seconded the approval of the consent agenda.

Ayes: all present

VII. Communication & Correspondence

Suddarth mentioned an email from a patron complimenting Kathy Reczek and the staff for the quality of service provided.

Two articles were presented regarding the use of public libraries by millennials and the problems with data collection and use.

VIII. Citizens to Speak

None.

IX. Reports of the Standing Committees

A. Finance – no report.

B. Administration & Personnel – no report.

C. System Representative- no report.

X. Library Director's Report

Suddarth reported the following:

- The library had two power outages. The elevator did not function properly, but the problem should now be fixed.
- The state passed a budget, other legislation that could affect the library has either not passed, or the governor has not yet signed it.
- The auditors conducted their on-site work. They will now compile the preliminary report and send it for Suddarth to write the “Management Discussion and Analysis.” Once that is complete, the final report will be presented.
- The Prevailing Wage, Certificate of Exempt Property, and Building & Maintenance levy have been completed.
- Suddarth and two staff attended the American Library Association Annual Conference in Chicago.
- Summer Reading program attendance is positive.

XI. Old Business

A. Long Range Plan

Suddarth presented the results of the June planning exercise. The results were combined with the staff results and a draft “priorities” plan was presented. The trustees will now decide which of the items they feel are most important to be included in the final plan.

B. Director’s Evaluation Form

Mego has not been able to compile the necessary information to present to the board, but will have something for the next meeting.

C. Circulation Policy

After a discussion, Tenyak-O’Connor moved and Hjerpe seconded making the following changes:

- The Library will now charge the \$5.00 processing fee for lost items when the item is paid for.
- Patrons may use a scanned copy of their library card saved on a phone or other electronic device.
- When a patron’s card is 6 years old, the Library will replace it with a new card at no cost if the patron chooses.

Ayes: all present.

XII. New Business

A. Policy

- i. Bloodborne Pathogens
- ii. Interlibrary Loan

The trustees reviewed the policies and made no changes.

B. Serving our Public – Chapter 4, “Facilities”

The board reviewed the chapter.

XIII. Other Business

XIV. Adjournment

The meeting was adjourned at 9:01 p.m.