

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

June 11, 2014

7:30 p.m.

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, Keck, Mego, Vanco, Hendricks

Absent: Brown, Shanahan

Also Present: Matthew Suddarth

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE MAY 14, 2014 MEETING

B. FINANCIAL REPORTS

Suddarth noted the interest payment on the debt certificate has been paid, and \$30,000 has been transferred from the Illinois Funds account to the checking account

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 Paper Retriever stating they will continue to pick up the paper in the recycling dumpsters in the parking lot, but will not pay for the paper. They may begin paying again in 2015, depending on the recycling markets.

A letter was received from Gary King, DuPage County Clerk, with the final calculations of the 2013 tax rates and extensions. The CPI is 1.5% for this year.

A letter was received from Mueller and Co., LLP, stating the will begin the audit the week of June 23, 2014.

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

Suddarth reported he is preparing for the audit. It usually takes 2-2.5 days onsite.

B. ADMINISTRATION & PERSONNEL : None

C. SYSTEM REPRESENTATIVE

Mego reported on several bills that have passed the legislature, including one that obligates schools to address bullying issues by their students when off school property, accepting lowest bids, and voluminous FOIA requests. RAILS is working on a new strategic plan, and will address the coordination of online catalogs. Board member training is available through RAILS.

D. BUILDING & PROPERTY (See director's report)

E. COMMITTEE ON SPECIAL PROJECTS: The committee will consider the library's involvement in this year's Good Old Days parade

IX. LIBRARY DIRECTOR'S REPORT

Sitarz Landscaping has submitted a bid for cleaning up the building site, and has begun work.

The fire alarm went off May 31. Fire Department thinks it is a faulty sensor, which will be looked at. The electrician will also look at the ceiling light in the NW corner of the meeting room.

Suddarth is getting quotes for carpet and tile cleaning.

Lisa Zink has resigned. Suddarth continues to interview to fill open staff positions.

Suddarth presented to Dominican University Library Science class May 14.

The staff in-service day was productive, covering many topics including summer reading and safety.

Suddarth and Hendricks attended the Strategic Planning webinar May 19 at the Wheaton Public Library.

Suddarth continues to meet with local leaders to help manage the PADS population on Tuesday afternoons. So far there have been no problems this season.

Suddarth met with the insurance agent, and the library will continue with Travelers insurance for the next year.

The Village Board passed the library's building and maintenance levy.

Hallett will fix or replace the fallen book cabinet on the north wall of the meeting room that was not reinstalled properly after the move. Mazur and Sons may build a base for the cabinets to sit on, with the wall trim continuing across the bottom.

Cadence Community Chest grant money has been received, and the work will begin soon.

X. OLD BUSINESS

A. CLOSED SESSION TO DISCUSS THE PURCHASE OR LEASE OF REAL PROPERTY (5 ILCS 120/2(c) 5)

Mego moved to table the discussion of acquiring property indefinitely; Vanco seconded. Ayes: all present

XI. NEW BUSINESS

A. ANNUAL REPORT – REVIEW AND APPROVAL

Suddarth reviewed the annual report for the State Library, and it was accepted by the Board. Suddarth will forward it.

B. PREVAILING WAGE RESOLUTION – REVIEW AND APPROVAL

Keck moved approval of Resolution L 14-03 regarding prevailing wages paid for work on library property; Mego seconded. Ayes: all present

C. APPROVAL OF DESTRUCTION OF OLD CLOSED MEETING RECORDINGS

Hendricks moved approval of the destruction of recordings of closed meetings more than eighteen months old; Keck seconded. Ayes: all present

D. LIBRARY EQUIPMENT FOR DISPOSAL – REVIEW AND APPROVAL

Keck moved that the library director advertise the list of items for disposal, with the addition of a projector screen, to other libraries, and that he dispose of any unsold items at his discretion; Vanco seconded. Ayes: all present

E. REVIEW AND APPROVAL OF QUOTE FOR REPAIR AND REPLACEMENT OF HVAC EQUIPMENT

After discussion of various options, Mego moved to authorize the library director to implement Option 4 from the proposal from Leslie Heating and Cooling, Inc, or for an equivalent package from another company, with approval to spend up to \$7000; Keck seconded. Ayes: all present

F. POLICY – REVIEW AND APPROVAL OF CHANGES

i. COLLECTION DEVELOPMENT POLICY

A revised Collection Policy was presented which included the statement that the library will generally not add self-published works to the collection. Keck moved approval of the Collection Policy as presented; Vanco seconded. Ayes: all present. The library may consider adding a separate section to the collection at some point in the future that would feature "local authors," and self-published authors could donate their books to that section.

ii. CIRCULATION POLICY

Mego proposed changing the number of times an item not on hold could be renewed from two to four. After discussion it was agreed to keep the policy as is.

iii. CONFIDENTIALITY POLICY

Reviewed, no changes

G. SERVING OUR PUBLIC – SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES

Reviewed by all

XII. OTHER BUSINESS

Vanco asked Suddarth to consider putting a return box for books in the lower level vestibule. Staff is discussing the best way to handle it.

Suddarth noted the Village would like to expand the quarterly administrators group to include Board Presidents.

XIII. ADJOURNMENT

Vanco moved adjournment, Mego seconded. The meeting was adjourned at 10:25 PM