

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

June 8, 2016, 7:30 p.m.

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

I. OPENING

The meeting was called to order by President Mego at 7:30 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Absent: Brown

Also present: Matthew Suddarth, Phil Mustes

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE MAY 11, 2016 MEETING

B. FINANCIAL REPORTS

Suddarth noted the first of the debt payments for this year has been made.

C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

Articles regarding the internet's affect on attention span, and on the convenience of instant access to books were shared.

VII. CITIZENS TO SPEAK

No comment

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

Suddarth that Chase bank has rescinded a new \$95.00 account fee for this year. He will pursue how to prevent the charge in the future.

B. ADMINISTRATION & PERSONNEL No report

C. SYSTEM REPRESENTATIVE

Ann Craig, the state librarian, has resigned.

D. BUILDING & PROPERTY

See director's report

IX. LIBRARY DIRECTOR'S REPORT

Suddarth reported water came into the lower level during a heavy rain in May. The insurance company has been notified. The baseboard will be replaced, and a larger drain will be considered.

The electrician is checking the ballast of the outside light at the main entrance.

Valerie Ward, a volunteer with PADS, will plant and maintain the pots on the west side this season.

There is little legislation news, as the legislative session is over, and there is no state budget.

RoseAnn Vonesh is back from leave, Ann Borow is on leave, and Sarah Lapp is returning to work for the summer.

The bench donated in memory of Dale Wilson has been assembled and installed on the north side of the building.

The Marketing/Graphic Arts position has been renamed the Circulation/Publicity position, and been re-advertised.

The staff toured the library at Cantigny as part of the staff in-service day, and also received training to be voter registrars.

Auditors are scheduled June 29-July 1.

Insurance policies have been reviewed with Estelle Markham of Kamm Insurance.

Suddarth has met with Konica Minolta regarding a copier proposal.

There were no issues on the first day of PADS being at St. John's Church.

X. OLD BUSINESS

A. LONG RANGE PLAN

Mego presented parts 1 and 2 of the proposed plan. Please direct any comments to him before the next meeting.

B. BUILDING DEDICATION PLAQUE

Keck has asked for a price for a plaque similar to the one commemorating the building of the original building. The board needs to decide whether to hand the new plaque on the brick wall, or the wallboard wall. Suddarth will investigate the material behind the brick wall surrounding the elevator.

C. CLOSED SESSION FOR DISCUSSION OF TRUSTEE VACANCY (5 ILCS 120/2 (c) 3)

Tenyak-O'Connor moved the board enter closed session for the purpose of discussing the appointment of a trustee to fill a vacant position (5 ILCS 120/2 (c) 3). Keck seconded. Tenyak-O'Connor: yes, Keck: yes, Mego: yes, Johnson: yes, Boyle: yes

The Board entered closed session at 8:03 PM, and returned to open session at 8:17 PM.

Keck moved the appointment of Amanda Hjerpe to fill the open board position; Johnson seconded. Ayes: all present

XI. NEW BUSINESS

A. PREVAILING WAGE RESOLUTION

Keck moved approval of Resolution L-16-05 relating to the Prevailing Rate of Wage; Tenyak-O'Connor seconded. Ayes: all present

B. ANNUAL REPORT

Suddarth reviewed the annual report, with minor editorial changes noted. The library may need an appraisal of property, separate from the audit value, due to the audit depreciating the value over time.

C. APPROVAL OF DISPOSAL OF LIBRARY PROPERTY – OFFICE CHAIRS AND OUTSIDE BOOKDROP

Suddarth reported that six new desk chairs, and new chairs for the YA area have been purchased. Tenyak-O'Connor moved to allow Suddarth to dispose of the surplus desk chairs, used chairs from the YA area, and the unused book drop; Keck seconded. Ayes: all present

D. POLICY

i. COLLECTION DEVELOPMENT

Keck moved acceptance of the Collection Development Policy with recommended changes; Tenyak-O'Connor seconded. Ayes: all present

ii. CIRCULATION Reviewed, no changes

iii. CONFIDENTIALITY Reviewed, no changes

E. GOOD OLD DAYS PARADE

Suddarth reported the Friends of the Library would like to walk in the parade, and hand out children's books and bookmarks. Johnson will look at the bookmarks that are meant for coloring.

F. SERVING OUR PUBLIC – SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES: Reviewed

XII. OTHER BUSINESS

Suddarth noted the beginning of Summer Reading program on June 9.

Suddarth will present the Building and Maintenance levy at the Village board meeting on June 17.

A reminder that the July board meeting will begin at 7:00 PM with a property walk-through. Suddarth may add some new items to the walk-through document, relating to how patrons see the library.

XIII. ADJOURNMENT

The meeting was adjourned at 8:55 PM