

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

June 14, 2017, 7:15 p.m.

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

I. Opening

President Mego called the meeting to order at 7:20 p.m.

II. Pledge of Allegiance

III. Roll Call

Present: Mego, Boyle, Brown, Johnson, Kenyon,

Absent: Hjerpe, Tenyak-O'Connor

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Johnson moved and Boyle seconded the approval of the agenda.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the May 10, 2017 meeting

B. Financial report

C. Approval of bills

Kenyon moved and Johnson seconded the approval of the consent agenda.

Ayes: all present

Hjerpe arrived at 7:22 p.m.

VI. Communication & Correspondence

Discussion ensued regarding the Illinois State Library per capita grant requirements and an article about the Wheaton Public Library Business Center.

Tenyak-O'Connor arrived at 7:25 p.m.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance – no report.

B. Administration & Personnel – no report.

C. System Representative- no report.

IX. Library Director's Report

Suddarth reported the following:

- The light switch in the lower level women's room has been replaced.

- Sitarz Landscape & Maintenance planted begonias around the building
- Several bills that affect libraries have passed in the state legislature.
- The effort of the board to provide breakfast for the staff in-service was greatly appreciated.
- Suddarth and Katie Clark completed their annual Illinois Freedom of Information Act and Open Meetings Act trainings.

X. Old Business

A. Long Range Plan – Ideas exercise

The board performed an exercise to express ideas for various services, building changes, policies, and anything else they'd like to see happen over the next several years. The ideas will be organized and presented along with the staff's ideas at the July meeting.

XI. New Business

A. Illinois Public Library Annual Report

Suddarth reviewed the report with the board. Brown moved approval of the report and Tenyak-O'Connor seconded.

Ayes: all present

The report will be filed with the Illinois State Library prior to June 30, 2017.

B. Prevailing Wage Resolution

On a motion made by Brown and seconded by Boyle, the board adopted the resolution.

C. Policy

i. Collection Development

ii. Circulation

iii. Confidentiality

After a discussion, the consensus of the board was to make no changes to the Collection Development and Confidentiality policies. The board would like to review the Circulation policy at the July meeting in order to consider the policy in regard to patrons using phones to record their card numbers and issuing new cards to replace worn cards.

D. Serving our Public – Chapter 11, “System and ILLINET Responsibilities”

The board reviewed the chapter.

XII. Other Business

- Johnson suggested the library do more to encourage children to register for library cards.
- Johnson proposed the library allow patrons to use the meeting room as a study room. Several trustees voiced concerns and discussion of the matter ended.
- Hjerpe suggested the library provide noise cancelling headphones for patrons requiring a quieter environment.

XIII. Adjournment

The meeting was adjourned at 9:28 p.m.