

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

March 12, 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, Brown, Mego, Keck, Shanahan

Absent: Hendricks, Vanco

Also Present: Matthew Suddarth, Phil Mustes

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE FEBRUARY 12, 2014 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Suddarth noted the Illinois funds have not been moved into the checking account yet, to maximize the amount of interest earned. The bond account has been closed and the balance transferred into the checking account.

Brown moved acceptance of the consent agenda as presented; Keck seconded. Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

An advisory letter was received from Attorney Ritzman regarding drug policies in light of the legal use of medical marijuana in the State of Illinois.

VII. CITIZENS TO SPEAK

Village Trustee Mustes encouraged the library in its application for Cadence Health Community Chest funds

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – APPROPRIATIONS BUDGET APPROVAL

Brown moved approval of the Appropriations Budget, Budget Resolution L 14-01; Shanahan seconded. Ayes: all present

B. ADMINISTRATION & PERSONNEL

Committee met with Suddarth to discuss his annual review

C. SYSTEM REPRESENTATIVE

No report

D. BUILDING & PROPERTY

Several items on the punch list have been finished, but several remain. Suddarth is finishing other tasks relating to construction and relocation of materials such as more shelving, keys, clocks to be hung, etc. Work continues.

Water came under the east door during the recent thaw. Problem is being addressed.

IX. LIBRARY DIRECTOR'S REPORT

Suddarth reviewed for the board several pieces of library related legislation.

Suddarth reported on meetings he recently attended.

Ashely Lankenau has resigned as Tech Services Assistant. Ads have been placed, and applications are coming in.

X. OLD BUSINESS: None

XI. NEW BUSINESS

A. PER CAPITA GRANT REQUIREMENTS

Per Capita grant requirements were previewed by all

B. POLICY

i. PERSONNEL

ii. FAMILY LEAVE

iii. HARASSMENT

iv. DRUG AND ALCOHOL FREE LIBRARY

v. IDENTITY PROTECTION

ALL POLICIES WERE REVIEWED WITH NO CHANGES MADE

C. SERVING OUR PUBLIC – PROGRAMMING

Board reviewed the Programming standards from the new Standards book

XII. OTHER BUSINESS

Suddarth reported the attorneys at the Library Trustee Training day advised an agenda does not have to be approved at the beginning of each meeting, since it has already been posted and cannot be added to. He will check into whether or not it could/should be approved if the Board chooses to switch the order of items on the agenda.

A staff appreciation supper will be discussed at the next staff meeting.

Suddarth discussed the choice to not have expiration dates on Winfield Library cards, and how that effects their use at other libraries.

XIII. ADJOURNMENT

The meeting was adjourned at 8:45 PM

Cindy Keck, Secretary