

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

March 11, 2015, 7:30 p.m.

Winfield Park District, Charles R. Beggs Activity Center
0N020 County Farm Rd., Winfield, IL 60190

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, Keck, Shanahan, Mego

Absent: Hendricks, Vanco

Also present: Matthew Suddarth, Tim Tringle of TapMC

IV. APPROVAL OF AGENDA

Shanahan moved to amend by moving the server quote discussion from 11. A to after item 4; Mego seconded. Ayes: all present.

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

XI A. Server Quote

Tim Tringle presented updated numbers for a new server and software updates from TapMC. He also had numbers from Ceartive IT, but the numbers from both companies were not final, as changes to the software specs have come up. Tenyak-O'Connor noted she would like to see an update that would carry the library for ten years into the future, not fixing what we have to work for the next few years. Board asked Tringle to present updated numbers based on actual specs at the April meeting. Action was tabled until the April meeting.

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE FEBRUARY 11, 2015 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

The LACONI banquet is April 17 in Addison

Winfield Community Bank has been bought out by Grand Ridge National Bank,.

The Statement of Economic Interest from the County Clerk must be filed online by each Trustee.

A communication from PAC regarding the Open Meetings Act was presented.

An article from The Rotarian magazine regarding libraries was presented..

A nomination form from the White House Conference on Library and Information Services Taskforce was presented.

A notice from the Secretary of State regarding the new due date for state per capita grant application of January 15, 2016, was presented.

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE: The preliminary budget will be presented next month

B. ADMINISTRATION & PERSONNEL – CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S ANNUAL REVIEW (5 ILCS 120/2(c)(1))

Suddarth noted the CPI is at 1.5%, with a possible growth of 2% for Winfield next year based on new development in the Village.

Mego moved the Board go to closed session for the purpose of discussing the library director's annual review (5 ILCS 120/2(c)(1)); Brown seconded. Mego, yes. Brown, yes. Shanahan, yes. Tenyak-O'Connor, yes. Keck, yes.

The Board moved to closed session at 8:08 PM

The Board returned to open session at 8:27 PM. Shanahan moved an increase of 3% for Suddarth, and an overall increase of

2.5% for the staff, to be allocated at Suddarth's discretion; Keck seconded. Shanahan, yes. Keck, yes. Tenyak-O'Connor, yes. Mego, yes. Brown, yes.

C. SYSTEM REPRESENTATIVE: No Report

D. BUILDING & PROPERTY (in the director's report)

IX. LIBRARY DIRECTOR'S REPORT

The cabinet ordered to fill the odd space in the picture book is ready to be installed.

The elevator passed inspection on March 4. The pressure problem is fixed.

Brown suggested noting on the web site that the library offers fax services.

There are several bills in the legislature this month regarding libraries, including the one about grants for defibrillators, equalizing and guaranteeing per capita grants, an adjustment on the date the preliminary levy must be presented to the governing body, internet screening, and the minimum wage law.

Some of the items to be discarded have been claimed.

Suddarth continues to interview for the adult programming position.

Suddarth reported on several meetings attended.

X. OLD BUSINESS

A. BYLAWS & TRUSTEE EXPECTATIONS – REVIEW AND APPROVAL

In light of the recently shared PAC recommendations, Tenyak-O'Connor will review their recommendations, and suggest changes to the By-Laws at the April meeting. Brown moved holding the By-Laws until the April meeting; Shanahan seconded. Ayes: all present.

XI. NEW BUSINESS

A. SERVER QUOTE – REVIEW AND APPROVAL

(previously in minutes)

B. POLICY

i. PERSONNEL

See Harassment policy

ii. FAMILY LEAVE

No Changes

iii. HARASSMENT

Mego noted a discrepancy in language under item IV. regarding both patrons and staff being mentioned as potential harassers and ones reporting harassment. Suddarth will ask the attorney to review the policy and the personnel policy, and make suggestions to bring them both into agreement.

iv. DRUG AND ALCOHOL FREE LIBRARY

No changes

v. IDENTITY PROTECTION

No changes

C. ILA TRUSTEE FORUM REPORT

Suddarth and Keck reported on the recent ILA trustee forum they attended. Keck noted some policy recommendations that were shared to head off potential conflict within a board. Tenyak-O'Connor will review the suggestions and report back.

D. PADS UPDATE

Mego reported that St. John's had presented a new proposal to the plan commission that has since been revised. They will continue to have a person stationed at the library each afternoon before the PADS event, and will apply for permission on an annual basis

E. SERVING OUR PUBLIC – PERSONNEL

Reviewed by all

XII. OTHER BUSINESS

Suddarth reported the audit contract is up this year. Board asked him to get competitive bids.

May 29 is the staff in-service meeting. Tenyak-O'Connor will coordinate the board providing breakfast.

Suddarth reported a patron fell on the ice outside the north entrance. Mego suggested landscaping to trap water better might be helpful in preventing further incidents, and asked for a landscaping review.

There was an incident with two patrons arguing over moving personal items, that resolved itself.

Mego complimented staff member Melissa on an excellent brochure she designed for the Friends of the Library.

Suddarth will contact COD small business institute to inquire about help in making our new Long Range Plan.

Suddarth asked the board to consider whether or not they would like to participate in the Good Old Days parade.

Mego asked the board to consider changing the director's review tool, to make it more goal directed.

XIII. ADJOURNMENT

The meeting was adjourned at 9:35 PM