

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

March 16, 2016, 7:30 p.m.

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

**I. OPENING**

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Mego, Brown, Keck, Johnson

Absent: Tenyak-O'Connor, Boyle

Also Present: Matthew Suddarth

**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 FEBRUARY 10, 2015 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

**VI. COMMUNICATION AND CORRESPONDENCE**

Suddarth has received notice of the renewal of the Treasurer's bond. Paper correspondence should arrive soon.

**VII. CITIZENS TO SPEAK – none**

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE

For information, Suddarth reported the Consumer Price Index rose .8% the past year, and is projected to rise .7% next year.

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

Closed session was tabled until April meeting due to lack of evaluation reports.

Suddarth gave a breakdown of goals he had previously shared, with an emphasis on items deemed to be immediate or important items. He has been working through a book to facilitate self-evaluation for libraries, *Useful, Useable, Desirable*. One pressing item to address is the deterioration of the steps on the west side of the building. Johnson asked for a door count at that level. Brown asked for a five-year projection of the budget. Suddarth will work with a 3% salary increase when preparing the budget.

C. SYSTEM REPRESENTATIVE

There is a RAILS update meeting the week of March 20.

D. BUILDING & PROPERTY

Mego inquired about the status of the new computer system and log in procedures for patrons, as he needs a guest pass to log on. The computer programmer is still working on the situation.

Other building issues addressed in the Director's Report.

**IX. LIBRARY DIRECTOR'S REPORT**

The automatic door on the lower level has been fixed. The outside lights on the lower level aren't working, and the electrician will be called.

There was a power outage on February 24.

There are several legislative bills before the House, but little action overall at the state legislature.

Shahla Alhamy, the COD intern has started.  
Joey Barszcz has resigned, and an ad has been posted for applicants.  
Suddarth lectured to the L.I.S. 701 class at Dominican University on Feb. 11.  
Suddarth and Mego attended the Winfield Intergovernmental Forum on March 2.

## **X. OLD BUSINESS**

### **A. LONG RANGE PLAN**

Mego reported that Boyle will now be contributing to the Long Range Plan outline, as Shanahan has resigned. The three topics to be addressed first are:

The west stairs

An analysis of services

Outreach to other entities in Winfield

A more detailed plan will be presented to the board at a later date.

### **B. BY-LAWS – REVIEW AND APPROVAL**

The revised By-Laws were presented. Discussion followed around the need for a form to be filled out if a citizen wanted to speak at a meeting. The RAILS attorney suggests no form is needed; Attorney Ritzman has no objection to it. After discussion Johnson moved approval of the By-Laws as presented; Brown seconded. Ayes: all present

## **XI. NEW BUSINESS**

### **A. APPOINTMENT TO FILL VACANT TRUSTEE SEAT**

Board agreed by consensus that the opening would be posted for 30 days. Applications should be returned and addressed to President Mego. Johnson suggestion posting notice of a vacancy on the Facebook page and the library web site. Brown putting it on the village sign board. Suddarth will take care of it.

### **B. LANDSCAPING CONTRACT – REVIEW AND APPROVAL**

Brown moved approval of the landscaping contract for 2016 from Sitarz Landscape and Maintenance, Inc, as presented; Johnson seconded. Ayes: all present

### **C. COPIER**

Suddarth reported it is becoming difficult to get replacement parts for the copier, as it is out of date. He will get prices for both leasing and purchase of a new copier for April's meeting.

### **D. POLICY**

i. PERSONNEL

ii. FAMILY LEAVE

iii. HARASSMENT

iv. DRUG AND ALCOHOL FREE LIBRARY

v. IDENTITY PROTECTION

All policies reviewed and accepted with no changes.

### **E. STATEMENT HONORING IDA LEE**

Mego presented a proposed statement to be read at the Friends annual meeting in April recognizing the service of Ida Lee to the library. It will be discussed at the April meeting.

### **F. SERVING OUR PUBLIC – PROGRAMMING**

Reviewed by all

## **XII. OTHER BUSINESS**

Suddarth requested the Board discuss a plaque recognizing the addition of the elevator.

Brown requested looking into paperless board packets.

Suddarth reminded board members that statements of economic interest are due in May.

## **XIII. ADJOURNMENT**

Keck moved adjournment of the meeting; Brown seconded. Ayes: all present

The meeting was adjourned at 8:47 PM