

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

March 8, 2017, 7:30 p.m.

Winfield Park District, 0N020 County Farm Rd., Winfield, IL 60190

**I. Opening**

**II. Pledge of Allegiance**

**III. Roll Call**

Present: Mego, Johnson, Tenyak-O'Connor, Hjerpe, Brown, Boyle

Absent: Kenyon

Also present: Matthew Suddarth, library director

**IV. Approval of Agenda**

Johnson moved approval of the agenda, Boyle seconded. Ayes: all present

**V. Consent Agenda**

A. Approval of the minutes of the February 8, 2017 meeting

B. Financial report

C. Approval of bills

Tenyak-O'Connor moved approval of the consent agenda as presented.

Johnson seconded. Ayes: all present.

**VI. Communication & Correspondence**

Discussion about the Daily Herald picture of flowers blooming near the Library, RAILS trustee workshop and letters from Roger Ritzman in regard to Open Meetings Act.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. Finance – no report

B. Administration & Personnel

There being no outside individuals present, it was determined that closed session was not necessary. There was a short discussion about the

Director's Evaluation which was completed by five of the seven trustees.

The results indicated that everyone is pleased with the director's performance.

C. System representative

RAILS board has three openings for public library trustee seats.

The library will be participating the Compensation and Benefits survey.

D. Building & Property

See director's report.

**IX. Library Director's Report**

- There was a short power outage, and the phone in the elevator failed to work. This has been fixed.
- Reminder for all of the trustees to file their annual Statement of Economic Interest with the county clerk before the May1st deadline.
- Suddarth was a guest lecturer for the Introduction to Library Science class at Dominican University

**X. Old Business**

A. Long Range Plan

There was a short discussion about the possibility of conducting a survey of Winfield residents.

B. Building Walkthrough

The mold mitigation process continues.

C. Director's Evaluation Form Review

There was a long discussion about the possibility of revising the form to be more relevant.

**XI. New Business**

A. Landscape Maintenance Contract – Review and approval

After a short discussion, and upon a motion by Tenyak-O'Connor and a second by Johnson, it was approved to renew the contract with Sitarz Landscape & Maintenance.

B. Items for Disposal

Suddarth presented a list of items no longer needed by the Library which he proposed be disposed of by donating it to those who might need it. After a short discussion, Johnson moved and Hjerpe seconded the motion. Ayes: all present.

C. Policy

The board reviewed the Personnel, Family Leave, Harassment, Drug and Alcohol Free Library, and Identity Protection policies. No changes were made.

D. Serving our Public: Chapter 9, Programming

The board reviewed the chapter and there were no concerns with regard to the Library's compliance with the recommended standards.

**XII. Other Business**

None.

**XIII. Adjournment**

The meeting was adjourned at 9:23 p.m.