

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 14, 2018, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:32 p.m.

II. Pledge of Allegiance

III. Roll Call

Present: Mego, Tenyak O'Connor, Kenyon, Brown, Boyle, Johnson

Absent: Hjerpe

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Kenyon moved and Johnson seconded the approval of the agenda.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the February 14, 2018 meeting

B. Financial report

C. Approval of bills

Tenyak-O'Connor moved and Johnson seconded the approval of the consent agenda.

Ayes: all present

VI. Communication & Correspondence

Suddarth presented the list of legal dates for libraries sent by attorney Roger Ritzman. Also presented were a "save the date" for the LACONI Trustee Banquet and an article about libraries that are choosing not to fine patrons for overdue materials. A discussion ensued about the article about fines and the library's policy about fines.

Hjerpe arrived at 7:37 p.m.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance – nothing.

B. Administration & Personnel – The board discussed the library director's annual review.

It was agreed to increase staff salaries by 3.14%.

C. System Representative – Kenyon reported on the latest happening with the library system. Suddarth reminded the board that there were openings on the RAILS board for public library trustees.

IX. Library Director's Report

Suddarth updated his written report with a few minor additions.

X. Old Business

A. Long Range Plan

Mego reported he had no update. Kenyon asked that the erosion issues around the building be addressed. Johnson expressed her desire to see the retaining walls by the west entrance be repaired soon.

B. 50th anniversary events – Ida Lee has agreed to serve on the planning committee. It was suggested to ask the Friends for at least one person to serve on the committee and to ask the staff for volunteers to serve also.

C. Accounting contract – Suddarth reported that he had received a proposal from Lauterbach & Amen and would be meeting with a representative from Sikich. He had contacted four firms and has only heard from those two. He will have proposals and a recommendation for the board at the April meeting.

XI. New Business

A. Policy

The board reviewed the Personnel, Family Leave, Drug and Alcohol Free Library, and Identity Protection policies. After a discussion regarding the inclusion of wording in the Personnel Policy regarding time off for staff to vote, the board decided to make no changes to any of the policies.

B. Cleaning company contract – Suddarth informed the board that the new owner of the company would like to increase rates by 10% and suggested it would be a good time to get quotes from other companies. The board instructed him to do so and report at the April meeting.

C. Paving contract – Suddarth informed the board that every other year the parking lot is sealcoated. This year needs repair of potholes in addition to the sealcoating. The board instructed him to seek proposals for having the work done.

D. Serving our Public – The board reviewed Chapter 9, “Programming.”

XII. Other Business

Suddarth asked if the board was willing to provide breakfast for the staff at their annual in-service day in May. It was decided that the board would and that Tenyak-O’Connor would bring her index cards for coordinating the duties of each trustee to the April meeting.

XIII. Adjournment

The meeting was adjourned at 8:58 p.m.