

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

May 14, 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, Keck, Mego, Shanahan, Hendricks

Absent: Vanco

Also Present: Matthew Suddarth, Phil Mustes

IV. APPROVAL OF AGENDA

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE APRIL 9, 2014 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Suddarth recommends moving \$25K from the Illinois Funds to the checking account to cover any cash flow issues.

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

VI. COMMUNICATION AND CORRESPONDENCE

A notice that the Village of Winfield proclaimed April 13-19 National Library Week, and encouraged all residents to visit the library, was presented.

A notice that the Library received \$3,636.00 grant from Cadence Health Community Chest program was received.

An article featuring an interview with the librarian of the Bexar County, TX, library was presented.

VII. CITIZENS TO SPEAK

Phil Mustes reported on a meeting he attended with school district 200, regarding innovative library furniture and creative ways to use space for collaborative learning.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. REVIEW AND APPROVE WORKING BUDGET

Suddarth reviewed and explained updates and changes from the initial working budget presented in April. Brown moved approval of the working budget as presented; Shanahan seconded. Ayes: all present

ii. REVIEW AND APPROVE BUILDING & MAINTENANCE LEVY

Brown moved approval of the Building and Maintenance Levy as presented; Mego seconded. Ayes: all present

B. ADMINISTRATION & PERSONNEL – APPROVE LIBRARY DIRECTOR'S USE OF EXTRA VACATION TIME FROM 2013 CALENDAR YEAR

Shanahan moved to allow Suddarth to schedule unused vacation days from the 2013 calendar year, in 2014, as recommended by the personnel committee; Mego seconded. Ayes: all present

Vanco arrived, 7:55 PM

C. SYSTEM REPRESENTATIVE

The RAILS Board election is going on currently. Suddarth was asked to vote on behalf of the Winfield Library.

D. BUILDING & PROPERTY

The faucet in the upstairs men's bathroom will be replaced by Mazur and Sons.

The loose carpet tiles in the meeting room have been reset.

Sitarz Landscaping is putting together a proposal to grade and seed the lawn just to the north of the new entrance.

The fire door was unable to be opened on May 7, but staff now knows how to override the lock as needed.

The windows were cleaned May 2.

IX. LIBRARY DIRECTOR'S REPORT

No new legislation affecting libraries is likely to be passed this session in Illinois.

Wendy Trekles has been hired to fill the Technical Services position. Ads are out for the new circulation position.

Most staff annual reviews are done.

Electric eye counters at the doors were used with the required April statistics for the annual report.
Suddarth has met with local leaders regarding plans for the summer season of PADS.
Suddarth attended the LACONI Trustee Dinner April 11.
The Winfield Library Friends Annual Meeting was held April 12.
The Village approved the library's appropriation for the 2014-2015 year.

X. OLD BUSINESS

None

XI. NEW BUSINESS

A. ELECTION OF OFFICERS

After discussion, a slate of officers was presented. President: Tenyak-O'Connor, Secretary: Keck, Treasurer: Brown. Mego moved approval of the slate as proposed; Hendricks seconded. Ayes: all present

B. CONSIDERATION OF COMMITTEES

Board members were assigned to committees by the President with the consent of the Board.

Finance: Brown

Administration and Personnel: Vanco, Shanahan

Ethics Officer: Tenyak-O'Connor

Building and Property: Vanco, Shanahan

Policy: Hendricks, Mego

Library System Representative: Mego

Committee on Special Projects: Shanahan, Mego, Hendricks

Long Range Plan: Shanahan, Vanco

Going Green: Mego, Keck

C. REVIEW LONG RANGE PLAN/MISSION STATEMENT

Reviewed by all. Suddarth noted there is a strategic planning workshop at the Wheaton Public Library on May 19.

D. REVIEW AND APPROVAL OF NON-RESIDENT CARD RESOLUTION

Brown moved approval of Resolution L14-03, Resolution For Participation In The Non-resident Library Card Program; Shanahan seconded. Ayes: all present

E. CLOSED SESSION FOR THE PURPOSES OF REVIEWING MINUTES OF CLOSED SESSIONS AND TO DISCUSS THE PURCHASE OR LEASE OF REAL PROPERTY (5 ILCS 120/2 (c) 21) AND (5 ILCS 120/2(c) 5)

Brown moved the Board go to closed session for the purpose of reviewing minutes of closed sessions and to discuss the purchase or lease of real property (5ILCS 120/2 (c) 21) and (5 ILCS 120/2 (c) 5);Vanco seconded. Roll call vote: Brown; yes, Vanco; yes, Mego; yes, Keck; yes, Shanahan; yes, Hendricks; yes, Tenyak-O'Connor; yes.

Board entered closed session at 8:45 PM

Board entered open session at 9:10 PM

F. MOTION REGARDING CLOSED SESSION DISCUSSIONS

Keck moved that all minutes of closed sessions that are currently closed remain closed; Shanahan seconded. Ayes: all present

G. SERVING OUR PUBLIC – COLLECTION MANAGEMENT & RESOURCE SHARING

Reviewed by all

XII. OTHER BUSINESS

Keck suggested removing the planting around the sign on the south side of the building and replacing them with a low growing ground cover. Board agreed.

Keck noted the micro tapes for the recording of closed sessions are getting harder to obtain. Suddarth will look into purchasing a digital recorder, and the Board will consider destroying archived tapes as allowed under law at a future meeting.

Board assignments for the staff breakfast on May 16 were reviewed.

Suddarth will finalize plans for a staff thank-you gift, either a dinner out or gift cards.

Mego asked trustees to think about the number of times a patron should be allowed to renew materials, in light of circulation policy review at the June meeting.

XIII. ADJOURNMENT

The meeting was adjourned at 9:38 PM