

Minutes
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 13, 2015, 7:30 p.m.

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

I. OPENING

The meeting was called to order by President Tenyak-O'Connor at 7:37 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Shanahan, Mego, Keck, Hendricks

Absent: Vanco, Brown

Also Present: Matthew Suddarth, Phil Mustes, Anne Mareachen

IV. APPROVAL OF AGENDA

Mego moved to move item 12e to become item 4a, and approve the agenda; Keck seconded. Ayes: all present

4.a Shanahan declared his willingness to be appointed to fill an open seat on the Board, and the Board agreed by consensus to appoint him.

V. SWEARING IN OF NEWLY ELECTED TRUSTEES

Village Clerk Anne Mareachen swore in re-elected and appointed trustees, Tenyak-O'Connor, Hendricks, Mego and Shanahan

VI. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE APRIL 8, 2015 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of the consent agenda, including the corrected sheets amending the financial report; Shanahan seconded. Ayes: all present

VII. COMMUNICATION AND CORRESPONDENCE

An article from the ILA reporter concerning Board duties, an article about making downloadable titles available for free for low-income students, an article about the libraries in Baltimore staying open even when the Orioles game was shut to the public, and an article about the benefits of reading for pleasure, were shared.

Suddarth noted the library had received a memorial gift in the amount of \$25.00 for Rose Szczepaniak.

VIII. CITIZENS TO SPEAK: None

IX. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. WORKING BUDGET – REVIEW AND APPROVAL

Mego moved approval of the working budget as presented; Keck seconded. Ayes, all present

ii. .02% BUILDING AND MAINTENANCE LEVY – REVIEW AND APPROVAL

Shanahan moved approval of Resolution L 15-02, .02% Building and Maintenance Levy; Mego seconded. Ayes, all present

B. ADMINISTRATION & PERSONNEL No report

C. SYSTEM REPRESENTATIVE No report

D. BUILDING & PROPERTY (see library director's report)

X. LIBRARY DIRECTOR'S REPORT

New flags are installed

Greg Fiala will be scheduled to paint the stair stringers and install the sound bar in the meeting room.

The tile floors were stripped and waxed.

Suddarth reported on pending legislation. The one concerning freezing the 2015, 2016, and 2017 tax rates or amounts at the 2014 level may affect libraries. Also there is a bill pending in the House about which reports and what information must be available to the public through each library's web site.

Staff reviews are completed.

Dawn Leardi is the new adult programming person. The open circ position is being advertised. Ann Borow will be working summer hours when she is home from school.

The Friends have agreed to purchase two more meeting room tables, and the library will probably purchase two more as well. The Friends will purchase a bench for outside the north entrance.

XI. OLD BUSINESS

BYLAWS & TRUSTEE EXPECTATIONS – REVIEW AND APPROVAL

Mego moved approval of the revised By-Laws as presented; Shanahan seconded. Ayes, all present

Board accepted the Board Expectations document.

XII. NEW BUSINESS

A. ELECTION OF OFFICERS

After discussion, a slate of officers for the upcoming year was presented; President--Will Mego, Treasurer--Bob Brown, Secretary--Cindy Keck. Shanahan moved approval of the slate as presented; Hendricks seconded. Ayes, all present

B. CONSIDERATION OF COMMITTEES

The following assignments were presented and accepted:

Finance committee-- Brown

Administration and Personnel Committee--Shanahan, Tenyak-O'Connor

Ethics Officer--Tenyak-O'Connor

Library System Representative--Open

Committee on Special Projects--Shanahan, Hendricks, Mego

Long Range Plan--Shanahan, Mego

Going Green--Keck, Mego

Committee on Building and Property--Open

C. REVIEW LONG RANGE PLAN AND MISSION STATEMENT

Reviewed and accepted. Suddarth noted the new server is installed and running most of the libraries operations, with a few last items needing to be moved over.

D. NON-RESIDENT CARD RESOLUTION

Keck moved approval of Resolution L 15-03, Resolution for Participation in the Non-Resident Library Card Program; Mego seconded. Ayes, all present

E. TRUSTEE VACANCY

There is currently one vacancy on the Board. Suddarth will post the announcement in the usual way.

F. SERVING OUR PUBLIC – COLLECTION MANAGEMENT AND RESOURCE SHARING

Reviewed by all

XIII. OTHER BUSINESS

Board members discussed assignments for bringing breakfast for the staff meeting on May29.

Suddarth shared that Kathy Doremus has asked if the library would be a drop off point for collecting items for the Brown family. Suddarth will check with the family first.

Suddarth has contacted the Small Business Institute at COD to inquire about help in making a new Long Range Plan, and is waiting to get an appointment.

Suddarth reported 104,457 items checked out in the past year, 8,181 logins on the web site, and 61,764 people through the doors.

XIV. ADJOURNMENT

Tenyak-O'Connor adjourned the meeting at 9:02 PM