

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

May 10, 2017, 7:30 p.m.

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

I. Opening

II. Pledge of Allegiance

III. Roll Call

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

Absent: None

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Kenyon moved approval of the agenda, Tenyak-O'Connor seconded.

Ayes: all present.

V. Consent Agenda

A. Approval of the minutes of the April 12, 2017 meeting

B. Financial Report

C. Approval of Bills

Tenyak-O'Connor moved approval of the consent agenda as presented. Kenyon seconded. Ayes: all present.

VI. Communication & Correspondence

The board was presented with the Western DuPage Chamber of Commerce certificate of membership and an article about a program at the Kansas City Public Library that resulted in an arrest regarding a free speech issue.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance

i. Working budget – The board approved the working budget as presented by director Suddarth.

ii. .02% Building & Maintenance levy – The board approved the resolution to request that the village board approve the levy.

B. Administration & Personnel – no report.

C. System Representative – Suddarth voted in the system board election on behalf of the library.

D. Building & Property -See Director's Report.

IX. Library Director's Report

- The windows were cleaned April 26th. It promptly rained later in the day.

- The fire extinguishers were inspected April 28th. One was six years old and needed to be replaced.

- The mold remediation was completed over the weekend of April 29th – May 1st.

- Although several bills affecting libraries have passed the Illinois house and senate, there have been no substantial changes in the status of the legislative process. On the federal level, the congress has approved funding for the government for the remainder of the 2017 fiscal year with no changes.

- Progress continues on the staff Annual reviews.

- Central DuPage Hospital has agreed to grant the library \$8,000 to help pay for the mold remediation project.

X. Old Business

A. Long Range Plan

After a short discussion, the board decided to meet at 7:15 for the June meeting in order to have extra time for the planning exercise.

B. Director's Evaluation Form review

After a discussion of the forms presented, it was decided to create a form that uses elements of each. The new form will be presented at the June meeting.

C. Staff in-service breakfast

The board discussed providing breakfast for the Staff for their in-service.

XI. New Business

A. Election of Board Officers

The board reviewed the offices open and re-elected the current slate.

B. Consideration of Committees

After reviewing the current committee structure, the board decided that The Building & Property and Going Green committees will remain vacant until it is determined that they are needed. Shelley Kenyon volunteered to serve as the Library System Representative.

C. Review Mission Statement

The board reviewed the statement and decided to make no changes at this time.

D. Closed session for the purposes of reviewing minutes of closed sessions.

The board decided it was unnecessary to hold a closed session since no one from the public was present.

E. Consideration of destruction of recordings of closed sessions

The board decided not to destroy any recordings of closed sessions. Brown asked Suddarth to see if this could be made part of the Consent Agenda in the future.

F. Good Old Days parade

Mego presented an idea that had been proposed by a Friends member. The board liked the idea and will encourage the Friends to continue.

G. Serving our Public: Collection Management and Resource Sharing

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

XII. Other Business

The newly elected trustees were sworn in by secretary Tenyak-O'Connor.

Suddarth reminded everyone that the annual Ice Cream Social is Monday, June 5 from 6:30 – 8:30p.m.

Suddarth informed the board that the widow of Dan Poormon, a former patron, would like to donate money for outdoor furniture. The board decided to consider this in the landscape plan.

Suddarth reported that the Friends wished to join Amazon Smile to raise funds.

Suddarth informed the Board that the library would participate in this year's Farmer's Market. Joy Davis will represent the library at the event.

The elevator did not pass inspection due to phone problems. Suddarth will see to the repair.

Hjerpe discussed her desire to create a Geocaching site at the library. The board enthusiastically embraced the idea. She will work with Suddarth to set this up.

XIII. Adjournment

There being no other matters to discuss, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Carol Tenyak-O'Connor, Secretary