

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 9, 2018, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:34 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Absent: None

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Hjerpe moved and Johnson seconded the approval of the agenda.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the April 11, 2018 meeting

B. Financial report

C. Approval of bills

Kenyon moved and Johnson seconded the approval of the consent agenda.

Ayes: all present

VI. Communication & Correspondence

Suddarth presented the following:

- Notice from the Illinois State Library the Library will receive a FY2018 per capita grant in the amount of \$12,275.00.
- An anonymous letter from a patron who is concerned about branches overhanging the parking lot.
- A memo from attorney Roger Ritzman regarding the Illinois Freedom of Information Act and library trustees' use of personal devices for public business
- An article about the preference of children to read books on paper rather than screens

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance

i. Working budget

The board reviewed the working budget for fiscal year 2018-19. Brown moved and Tenyak-O'Connor seconded approving the budget as presented.

Ayes: all present.

ii. .02% Building & Maintenance levy

The board reviewed the levy. Brown moved and Kenyon seconded approval of the levy.

Ayes: all present.

- B. Administration & Personnel – nothing.
- C. System Representative – no report.
- D. Landscape Plan committee – Johnson reviewed ideas for the grounds she had discussed with Suddarth and expressed her desire to have the landscape projects completed in time for the 50th anniversary events to start in November. The committee will try to meet sometime the week of May 14-18.

IX. Library Director's Report

Suddarth updated his written report with a discussion about the chick hatching project.

X. Old Business

A. Long Range Plan

A version of the plan drafted by Tenyak-O'Connor based on the exercises from the staff and board last year was presented. An alternative plan was presented by Hjerpe. After a discussion, it was decided to revisit the issue at the June meeting.

B. 50th anniversary events – nothing to report

C. Staff in-service day – Tenyak-O'Connor confirmed that each trustee was prepared to bring something for the breakfast. The time to meet is set for 8:35 a.m., Friday, May 18th.

XI. New Business

A. Cleaning Contract – Suddarth presented a summary of the proposals from various companies. After a discussion, it was decided to stay with System4 and review their performance in 6 to 12 months. Brown moved approval of the proposal from System4 with a second from Tenyak-O'Connor.

Ayes: all present.

B. Asphalt maintenance contract – the board reviewed the summary of proposals. Brown moved approval of awarding the contract to Maul Paving. Kenyon seconded.

Ayes: all present.

C. Insurance renewal – Estelle Markham of Kamm Insurance received quotes from 3 companies. The board reviewed the proposal summary. Brown moved and Johnson seconded accepting the quote from Hanover.

Ayes: all present.

D. Retaining Wall quote – Suddarth has not received a proposal from Sitarz Landscape & Maintenance. This will be revisited at the June meeting.

E. Central DuPage Hospital Community Chest Grant – Suddarth reviewed the application form and criteria for receiving a grant. He also noted that this is the last year for the grant and less money is available. It was the consensus of the board to apply for money to help pay for the retaining wall reconstruction.

F. RAILS board election – Tenyak-O'Connor moved and Kenyon seconded having Suddarth vote on behalf of the library.

G. Mission Statement – The board reviewed the mission statement and made no changes.

H. Review of closed session minutes – the board has had no closed sessions since the last review.

I. Destruction of recordings of closed session minutes – the board concluded there were currently no recording of closed sessions that met the criteria for destruction.

J. Election of officers – the board designated the following as officers:

- President – on a motion made by Tenyak-O’Connor and seconded by Kenyon, the board elected Mego.
Ayes: all present
 - Treasurer – on a motion made by Mego and seconded by Tenyak-O’Connor, the board elected Brown
Ayes: all present
 - Secretary – on a motion made by Kenyon and seconded by Hjerpe, the board elected Tenyak-O’Connor
Ayes: all present
- K. Consideration of board committees – the board reviewed the current committee list and made the following changes:
- No one will serve as Library System Representative. Suddarth will inform the board of any relevant news
 - Kenyon will be added to the Committee on Special Projects
 - As there are final drafts of the Long Range Plan, no one will need to serve on this committee this year
- L. Serving our Public – The board reviewed Chapter 7, “Collection Management and Resource Sharing.”

XII. Other Business

Nothing.

XIII. Adjournment

The meeting was adjourned at 9:07 p.m.