

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 8, 2019, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Absent: Hjerpe

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Kenyon moved to approve the agenda. Johnson seconded.

Ayes: all present

V. Swearing-in of New Trustees

After the trustees designated Suddarth to issue the oath of office, Tenyak-O'Connor and Johnson were sworn-in.

VI. Consent Agenda

A. Approval of minutes of the April 10, 2019 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

VI. Communication & Correspondence

Suddarth presented a letter from the Illinois State Library asking the library to support 2020 census efforts.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance

- i. Working budget – Suddarth presented a revised budget proposal to the board. Brown moved approval with a second by Tenyak-O'Connor.

Ayes: all present

Nays: none

- ii. .02% Building & Maintenance levy – Suddarth presented the annual resolution to levy taxes for the purposes of maintaining the building. Brown moved approval with a second by Johnson.

Ayes: all present

Nays: none

- B. Administration & Personnel – no report.
- C. Landscape Plan committee
Suddarth updated the board on the status of the new outside book return and the parking lot repairs.

IX. Library Director's Report

In addition to his written report, Suddarth reported the following:

- The update to the Verso software is proceeding. Each library will be converted to the new system over designated weekends between the end of May and July.
- He will be meeting with the library's insurance agent to discuss the policy renewals.
- He attended the health insurance meeting at the village. Rates for the coming year will be lower.
- Circulation for the 2018-19 fiscal-year is up 8% to just under 106,000 items circulated.

X. Old Business

- A. 50th anniversary events – The committee met and reviewed the presentation from Ida Lee and Marcia McAdams. Information about the 50th anniversary will be available when the library attends the Winfield Farmer's Market this summer. The next item the committee is working on is the Good Old Days parade float.
- B. Staff in-service day – the trustees will be providing breakfast for the staff. Tenyak-O'Connor will be coordinating. The breakfast will have a space theme similar to this year's summer reading program theme.

XI. New Business

- A. Election of board officers
Tenyak-O'Connor nominated Mego as president. Kenyon seconded.
Ayes: all present
Kenyon nominated Tenyak-O'Connor for secretary. Johnson seconded.
Ayes: all present
Johnson nominated Brown to continue as treasurer. Kenyon seconded.
Ayes: all present
- B. Consideration of committees – upon review of the current committees, the board made no changes.
- C. Declaration of Trustee Vacancy – The board declared the seat recently held by Malcolm Boyle vacant and will appoint a trustee to fill the seat until the next election. Suddarth was instructed to post a sign at the upper level service desk announcing the vacancy and instructing interested parties to submit a letter of interest to the personnel committee. The deadline for submission is 60 days.
- D. Review mission statement – the board reviewed the statement and made no changes.
- E. Closed session for the purposes of reviewing minutes of closed sessions (5 ILCS 120/2(c)21) – not having any closed sessions since the last review, the board declined to move to closed session. Upon review, the board also declined to open any of the minutes of closed sessions.
- F. Consideration of destruction of recordings of closed sessions (5 ILCS 120/2.06 (c)) – the board declined to approve the destruction of any of the recordings of closed sessions.
- G. Approval to dispose of the old library equipment/furniture – Suddarth presented the board with a list of items for disposal. On a motion made by Tenyak-O'Connor with a second by Kenyon, the board unanimously approved disposing of the items. Suddarth will

- advertise their availability to other libraries on the Reaching Across Illinois Library System website.
- H. Designation of representative to vote in RAILS election – on a motion made by Tenyak-O'Connor and seconded by Johnson, the board designated Suddarth to vote on behalf of the library.
Ayes: all present.
- I. Serving our Public – Chapter 8, “Public Services: Reference and Reader’s Advisory” – the board reviewed the chapter.

XII. Other Business

- Suddarth is investigating replacing the lighting over the upper level desk and work room. The lamps for the fixtures are no longer manufactured and new “drop-in” L.E.D. lights are available that will last for approximately 15 years at a reasonable cost.

XIII. Adjournment

The meeting was adjourned at 8:40 p.m.