

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 13, 2013, 7:30 p.m.
Central DuPage Hospital
0N025 Winfield Rd., Winfield, IL 60190

I. OPENING

The meeting was called to order by Carol Tenyak-O'Connor at 7:33 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Brown, Shanahan, Vanco

Absent: Keck

Also present: Michael Hendricks, Will Mego, Debbie Linhart, Phil Mustes, Matthew Suddarth

IV. APPROVAL OF AGENDA

Brown moved approval of the agenda. Vanco seconded. Ayes: all present.

V. SWEARING IN OF NEW TRUSTEES

Tenyak-O'Connor conducted the swearing in of Michael Hendricks and Will Mego

VI. CONSENT AGENDA

A. APPROVAL OF THE MINUTES OF THE OCTOBER 9, 2013 MEETING

B. FINANCIAL REPORT

C. APPROVAL OF BILLS

Brown moved approval of the consent agenda. Shanahan seconded. Ayes: all present with Mego and Hendricks abstaining. Suddarth noted under that an invoice was charged to Capital Investments that should have been charged to Per Capita grant. This will be corrected on next month's financial report.

VII. COMMUNICATIONS & CORRESPONDENCE

A resident donation to the library was shared.

Articles were shared about the Woodstock Public Library Youth Services area, librarian Mary Ryan's invitation to participate in a NASA program call MAVEN, Maywood Library's closure due to financial troubles, pornography availability in libraries, "Trustee Golden Rules and do's/don'ts", and an article by Brian Kenney about challenges facing libraries.

VIII. CITIZENS TO SPEAK

None.

IX. REPORTS OF STANDING COMMITTEES

A. FINANCE

No report.

B. ADMINISTRATION AND PERSONNEL

Provisions of the Affordable Care Act were discussed.

C. SYSTEM REPRESENTATIVE

The next RAILS member update will be held December 4th at the Sycamore Library.

D. BUILDING AND PROPERTY

Ideas for fundraising were discussed, including brick sales and possible outdoor seating area. Concerns about cost, location, and other issues were discussed.

X. LIBRARY DIRECTOR'S REPORT

The following items were reported:

Update on the building project –

- The leak in the entrance has been fixed
- Some of the tile has been replaced due to damage incurred during construction
- Elevator inspection has been completed
- Meeting room closet doors need to be replaced
- East wall under the window in the new Youth Services area needs to be completed. This requires flashing to be installed.

The capital projects funding bill survey was completed.

Annual LACONI Salary Survey was completed.

Annual Report of Receipts and Disbursements was filed with the county.

Most staff attended the Illinois Library Association Annual Conference in October.

XI. OLD BUSINESS

A. HEALTH INSURANCE

Employee health insurance options were discussed. The village board will vote at their December 5th meeting on a new plan to go into effect January 1st.

B. MEETING ROOM POLICY

The occupancy guideline was reviewed. Suddarth will get more exact numbers from the architects. It was recommended the policy be amended to include the availability of a microwave oven and coffee maker.

C. LIBRARY GRAND OPENING

The date of the opening has been moved to December 14th. Details of the day were discussed.

XII. NEW BUSINESS

A. CLOSED SESSION TO REVIEW MINUTES OF CLOSED SESSIONS.

Tabled until the December 11, 2013 meeting.

B. REVIEW OF ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE

The board reviewed Keck's notes from the Trustee Day program.

C. 2014 LIBRARY CLOSINGS

Brown moved for approval of the dates as presented. Vanco seconded. Ayes: all present.

D. 2014 LIBRARY BOARD MEETING DATES

Vanco moved for approval as presented. Mego seconded. Ayes: all present.

E. SNOW REMOVAL CONTRACT

The board reviewed the proposal from Sitarz Landscape & Maintenance. Brown moved for approval as presented. Shanahan seconded. Ayes: all present.

F. POLICIES

1. Unsupervised children in the library

The board reviewed the policy and made no changes.

2. Volunteer

The board reviewed the policy and made no changes.

3. Friends

The board reviewed the policy and made no changes.

G. SERVING OUR PUBLIC: ACCESS

Reviewed by all.

XIII. OTHER BUSINESS

None.

XIV. ADJOURNMENT

The meeting was adjourned at 9:13 p.m.

Respectfully submitted,

Michael Shanahan, secretary pro tem