

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

November 12, 2014

7:30 p.m.

**I. OPENING**

The meeting was called to order by President Tenyak-O'Connor at 7:30 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

Absent: Hendricks

Also Present: Matthew Suddarth, Phil Mustes

**IV. APPROVAL OF AGENDA**

Brown moved approval of the agenda as presented; Mego seconded. Ayes: all present

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE OCTOBER 8, 2014 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Brown moved approval of the consent agenda; Keck seconded. Ayes: all present

**VI. COMMUNICATION AND CORRESPONDENCE**

A letter was received from Paper Retriever stating they have sold their business to EWJ International. Several articles from journals and newspapers regarding current topics of interest to libraries were shared.

**VII. CITIZENS TO SPEAK**

None

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE: No report

B. ADMINISTRATION & PERSONNEL: No report

C. SYSTEM REPRESENTATIVE: No report

D. BUILDING & PROPERTY: See directors report

**IX. LIBRARY DIRECTOR'S REPORT**

CD shelves have been installed in Youth Services area, and touch up work done.

Heating zones issues are getting better, but not resolved yet.

Staff received flu shots courtesy of CDH.

Suddarth completed the LACONI Salary Survey

The MERIT Foundation has donated \$2,000.00 each for summer reading and the building project.

Suddarth continues to work on the ILA Nominating Committee.

Melissa Heiden has been hired for the Marketing/Graphic Arts position.

Suddarth reported on the TIF district meeting and the Friends meeting.

Leadership at the cleaning service has changed, and the quality of the work should improve.

The elevator inspector came and recommended Otis be called out to check the fluid levels.

The library open house will be December 13, and volunteers are encouraged to contact Nuccia.

**X. OLD BUSINESS**

i. PERSONNEL POLICY – REVIEW AND APPROVAL

Brown moved acceptance of the revised Personnel Policy as presented; Mego seconded. Ayes: all present

- ii. **RESCINDMENT OF STAFF ELECTRONIC MAIL AND ONLINE POLICY**  
Brown moved to rescind the Staff Electronic Mail and Online Policy; Mego seconded. Ayes: all present

**XI. NEW BUSINESS**

- A. **ELEVATOR MAINTENANCE PROPOSAL – REVIEW AND APPROVAL**  
Mego moved to authorize Suddarth to negotiate and accept an elevator maintenance contract with Otis at the rate of \$180/ month, for a term of time not to exceed 24 months; Shanahan seconded. Ayes: all present
- B. **SNOW REMOVAL CONTRACT – REVIEW AND APPROVAL**  
Brown moved acceptance of the snow removal contract from Sitarz Landscaping; Mego seconded. Ayes: all present
- C. **POLICY**
  - i. **UNSUPERVISED CHILDREN IN THE LIBRARY POLICY:** No changes
  - ii. **VOLUNTEER POLICY:** NO CHANGES
  - iii. **FRIENDS OF THE LIBRARY POLICY:** NO CHANGES
- D. **CLOSED SESSION FOR THE PURPOSES OF REVIEWING MINUTES OF CLOSED SESSIONS (5 ILCS 120/2 (c) 21):** Postponed until December meeting
- E. **DISCUSSION REGARDING THE ACKNOWLEDGEMENT OF DEPARTING STAFF**  
After discussion it was agreed the Board would send a card of thanks to each staff person who leaves in good standing.
- F. **SERVING OUR PUBLIC – ACCESS**  
Reviewed by all, with a review of the accessibility of the web site for persons with low vision recommended by Mego.

**XII. OTHER BUSINESS**

Board agreed to give all staff persons who were employed on January 1, 2014, and who are currently on staff, a gift card of \$30.00 as a thank-you for their extra work during the construction project.

**XIII. ADJOURNMENT**

President Tenyak-O'Connor adjourned the meeting at 8:33 PM.