

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 11, 2015, 7:30 p.m.

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

I. OPENING

The meeting was called to order by President Mego at 7:30 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Mego, Boyle, Shanahan, Johnson, Tenyak-O'Connor, Keck

Absent: Brown

Also Present: Matthew Suddarth, Phil Mustes

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE OCTOBER 14, 2015 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of the consent agenda as presented; Shanahan seconded. Ayes: all present.

Suddarth noted a principle payment of \$49,000 was made.

VI. COMMUNICATION AND CORRESPONDENCE

Articles addressing growing story attendance, a bricks and mortar Amazon book store, libraries eliminating late fines, and the importance of libraries were shared.

VII. CITIZENS TO SPEAK

No comments

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE: no report

B. ADMINISTRATION & PERSONNEL: no report

C. SYSTEM REPRESENTATIVE: no report

D. BUILDING & PROPERTY: see director's report

IX. LIBRARY DIRECTOR'S REPORT

The plumber was out to repair a water leak in the lower level men's washroom.

Little is being done legislatively, but no money has been appropriated for grants to libraries or to fund library systems.

The Winfield library's capital needs have decreased according to a state survey last conducted two years ago.

Suddarth completed an annual salary survey for "Libraries First".

The Friends have purchased storage benches for the youth services area, and an outdoor bench to place by the new entry.

The Winfield Historical Society will hold its last program of 2015 on November 17.

Suddarth was interviewed by an LTA student from COD.

X. OLD BUSINESS

A. LONG RANGE PLAN

The proposed Long Range Plan has been reviewed by Mego and Suddarth. It will be revised again, and reformatted, then presented to the board as a working document. A workshop just for working on the LRP may be held in the future.

B. BY-LAWS: Tenyak-O'Connor will review the By-Laws and present a report at the December meeting.

- C. INTERNET POLICY: Attorney Ritzman recommends keeping the "I agree" button on the sign-in page as patrons connect to the internet, even though they are subject to the agreement whether or not they click. Board agreed to keep the policy as it is.
- D. MEETING ROOM POLICY:
The insurance Company wants any groups who use the meeting room after the library is closed to have private insurance. The company recommends not having any group in the library after hours. Board agreed to leave the policy as is, with all groups having to leave the building when regular library hours are over.

XI. NEW BUSINESS

- A. SNOW REMOVAL CONTRACT – REVIEW AND APPROVAL
Keck moved approval of the Snow Removal Contract with Sitarz Landscape and Maintenance, Inc., for the 2015-2016 season; Tenyak-O'Connor seconded. Ayes: all present
- B. BOARD MEETING DATES 2016 – REVIEW AND APPROVAL
Shanahan moved approval of the 2016 Board Meeting dates, with the change of moving the March meeting from March 9 to March 16; Tenyak-O'Connor seconded. Ayes: all present
- C. LIBRARY CLOSINGS FOR 2016 – REVIEW AND APPROVAL
Keck moved approval of library closing dates as presented; Shanahan seconded. Ayes: all present
- D. POLICY
 - i. UNSUPERVISED CHILDREN IN THE LIBRARY
Tenyak-O'Connor moved approval of the "Unsupervised Children in the Library Policy" with the exception of substituting "Radios" with "music/devices"; Johnson seconded. Ayes: all present
 - ii. VOLUNTEER
Reviewed and accepted with no changes
 - iii. FRIENDS
Reviewed and accepted with no changes
- E. CLOSED SESSION FOR THE PURPOSES OF REVIEWING MINUTES OF CLOSED SESSIONS (5 ILCS 120/2 (c) 21)
Keck moved going to closed session at 8:28 PM for the purpose of reviewing minutes of closed session (5 ILCS 120/2 (c) 21); Tenyak-O'Connor seconded. Keck: yes. Tenyak-O'Connor: yes. Mego: yes. Shanahan: yes. Boyle: yes. Johnson: yes.
Board returned to open session at 8:32 PM. Keck moved that all minutes of closed sessions that are currently closed remain closed; Tenyak-O'Connor seconded. Ayes: all present
- F. SERVING OUR PUBLIC – ACCESS
Reviewed by all

XII. OTHER BUSINESS

Johnson suggested giving out coupons at library programs to be spent at the book sales, to increase sales. The idea will be presented to the Friends.

Suddarth noted the LIMRiCC agreement needs to be signed again, now the LIMRiCC has edited the form.

Mego attended an Open Meetings webinar put on by RAILS.

The computer technician continues to resolve issues with the new server. Several things need to be moved to the new server still.

XIII. ADJOURNMENT

Tenyak-O'Connor moved adjournment at 8:47 PM; Johnson seconded. Ayes: all present