

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

November 9, 2016, 7:30 p.m.

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

I. OPENING

The meeting was called to order by President Mego at 7:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Absent: Brown

Also present: Matthew Suddarth

IV. APPROVAL OF AGENDA

Johnson moved approval of the agenda, Tenyak-O'Connor seconded. Ayes: all present

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE October 14, 2016 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

Brief discussion about article from Publisher's Weekly discussing Americans' reading habits. Suddarth also included a letter from Dawn Leardi thanking Kline Creek Farm and St. James Farm for partnering with the Library.

VII. CITIZENS TO SPEAK: none

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE: nothing

B. ADMINISTRATION & PERSONNEL: nothing

C. SYSTEM REPRESENTATIVE: nothing

D. BUILDING & PROPERTY: see director's report

XI. LIBRARY DIRECTOR'S REPORT

The parking lot sealcoating project is done!

Contrasting color tape will be installed on interior stairs to increase visibility.

Director Suddarth is scheduling air testing in regard to mold issues.

Suddarth reported that he attended the ILA Annual Conference.

New photocopiers have arrived, various steps of installation are being completed.

Director Suddarth attended a TIF Review Board Annual meeting.

XII. OLD BUSINESS

A. LONG RANGE PLAN

Mego is going to review and summarize the services survey.

B. BUILDING DEDICATION PLAQUE . Suddarth was asked to determine the feasibility of adding his name to the plaque.

C. BUILDING WALKTHROUGH

Facility issues continue to be addressed, the retaining walls have been repaired and the outside stairs are under consideration.

D. Mold Mitigation Proposal- see earlier comments.

XI. NEW BUSINESS

A. PER CAPITA GRANT

Suddarth explained that the grant was short of funding in 2016, and there has been no funding to date for 2017. Short discussion of the form itself followed.

B. TRAVEL REIMBURSEMENT RESOLUTION

This resolution is required due to a change in law, and will be presented next month.

C. SNOW REMOVAL CONTRACT. Tenyak-O'Connor moved and Johnson seconded approval of the renewal of the contract with Sitarz.

D. POLICY

i. UNSUPERVISED CHILDREN IN THE LIBRARY POLICY - No changes were recommended by Trustees or Staff

ii. VOLUNTEER POLICY - No changes were recommended by Trustees or Staff

iii. FRIENDS POLICY - No changes were recommended by Trustees or Staff

E. CLOSED SESSION FOR THE PURPOSES OF REVIEWING MINUTES OF CLOSED SESSIONS(5ILCS120/2(c)21)

Johnson moved and Kenyon seconded that the closed minutes remain closed. A roll call vote was held and it was unanimous.

F. CONSIDERATION OF DESTRUCTION OF RECORDINGS OF CLOSED SESSIONS (5 ILCS 120/2.06(C))

It was determined to follow the standard practice of retention and destruction.

G. OUR PUBLIC- CHAPTER 6 "ACCESS"

The Trustees were pleased to note that the elevator project has made us much more comfortable with this chapter.

XII. OTHER BUSINESS

There were no other matters to come before the Board.

XIII. ADJOURNMENT

The meeting was adjourned at 9:35 PM