

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

November 8, 2017, 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, Boyle, Kenyon, Hjerpe, Johnson, Brown

Absent: Tenyak O'Connor

Also present: Matthew Suddarth, library director

**IV. Approval of Agenda**

Brown moved and Johnson seconded the approval of the agenda.

Ayes: all present

**V. Consent Agenda**

A. Approval of minutes of the October 11, 2017 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

**VI. Communication & Correspondence**

Suddarth presented a memo from attorney Roger Ritzman reminding libraries about passing their tax levies. Also presented were an article about librarians responses to a journalist calling for closing of public libraries, and an article about a creatively painted crosswalk.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. Finance – no report.

B. Administration & Personnel – no report.

C. System Representative- no report.

**IX. Library Director's Report**

Suddarth reported the following:

- The outside stairs have been repaired, the windows washed, and an outlet needs repair.
- Illinois Senate Bill 851 has been amended to become a property tax freeze bill.

- The annual report of receipts and expenditures has been filed with the county.
- Diane Foote has been named the new executive director of the Illinois Library Association.
- Staff dressed in costume for Halloween.
- The Holiday Open House is scheduled for Saturday, December 9.
- He attended several meetings including one consisting of local library directors and a workshop about salary benchmarking.

**X. Old Business**

- A. Long Range Plan  
Nothing to report.
- B. Director's Evaluation Form  
Nothing to report.

**XI. New Business**

- A. Per capita grant requirements  
The board reviewed this year's application requirements. They will fulfill them at the December board meeting and approve the application in January.
- B. Snow removal contract  
On a motion made by Brown and seconded by Johnson, the board approved this year's snow removal proposal from Sitarz Landscape & Maintenance.
- C. Policy
  - i. Unsupervised Children
  - ii. Volunteer
  - iii. Friends
  - iv. Travel Reimbursement
 Upon review of the policies, the board made no changes.
- D. Closed session for the purposes of reviewing minutes of closed sessions – the board had no new minutes to review and thus did not have a closed session.
- E. Consideration of destruction of minutes of recordings of closed sessions – the board did not consider the destruction of any recordings.
- F. Serving our Public – Chapter 6, "Access"  
The board reviewed the chapter.

**XII. Other Business**

Suddarth and Kenyon discussed several ideas for new services from a patron. A discussion ensued among the trustees.  
Suddarth presented materials from the American Library Association annual conference he attended in June. The trustees are free to view them at their leisure.

**XIII. Adjournment**

The meeting was adjourned at 8:37 p.m.