

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

November 14, 2018, 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: Johnson, Boyle, Mego, Hjerpe, Brown

Absent: Tenyak-O'Connor, Kenyon

Also present: Matthew Suddarth, library director

In the absence of Tenyak-O'Connor, Suddarth acted as secretary pro tem

**IV. Approval of Agenda**

Johnson moved approval of the agenda. Hjerpe seconded.

Ayes: all present

**V. Consent Agenda**

A. Approval of minutes of the October 17, 2018 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

**VI. Communication & Correspondence**

Suddarth presented the following:

- A letter from library attorney Roger Ritzman stating he is not retiring from practice
- A letter from a library patron thanking staff member Katie Clark for her presentation at the patron's women's group
- An article from "West Suburban Living" magazine about Winfield
- A letter from Ehlers & Associates stating they are closing their Chicago office

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. Finance – no report.

B. Administration & Personnel – no report.

C. Landscape Plan committee – Suddarth informed the board he had been in contact with Sitarz Landscape & Maintenance regarding the reconstruction of the retaining wall. Sitarz is still hoping to complete the project this year.

**IX. Library Director's Report**

Suddarth updated his written report and answered several questions about it. Additionally, he discussed the status of various projects the staff will be working on in relation to goals for the year. He also reported that the MERIT Foundation has donated money for use in the landscaping projects and next year's summer reading program.

**X. Old Business**

- A. 50<sup>th</sup> anniversary events – The committee has not met since the last board meeting. They are planning on having a “PowerPoint” presentation at the Holiday Open House along with a library trivia quiz. The Winfield Library Friends have been asked to bake cookies for the open house from recipes found in the Winfield Library Association's cook book.

**XI. New Business**

- A. Snow Removal Contract – on a motion made by Brown and seconded by Johnson the board unanimously approved the proposal from Sitarz Landscape & Maintenance.
- B. Review of Cleaning Company – At the May 2018 meeting it was agreed the board would review the progress of the cleaning company to improve its service at the November meeting. Suddarth updated the board regarding the service provided and reported that improvements had been made.
- C. Per Capita Grant requirements – Suddarth presented the application form and reviewed the requirements for this year's grant. The board will review the required readings at the December meeting and Mego and Hjerpe volunteered to complete the board's continuing education requirement. The completed application will be reviewed by the board at the January 2019 meeting.
- D. Policy
  - i. Unsupervised Children in the Library
  - ii. Volunteer
  - iii. Friends
  - iv. Travel ReimbursementThe board reviewed the four policies and made no changes.
- E. Closed session for the purposes of reviewing minutes of closed sessions – As there have not been any closed sessions since the last review, the board declined to enter into closed session for review.
- F. Consideration of destruction of recording of closed sessions – the board declined to take action on this matter
- G. Serving our Public – Chapter 6, “Access” – the board reviewed the chapter.

**XII. Other Business**

Suddarth asked the board if they would like him to prepare a Bulletin Board Policy for their review. The board was in agreement. He will have something to propose in the coming months.

Suddarth reminded the board about the Holiday Open House to be held December 8<sup>th</sup>. Suddarth will be off the week of November 26<sup>th</sup>.

**XIII. Adjournment**

The meeting was adjourned at 8:22 p.m.