

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 13, 2019, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:32 p.m.

II. Pledge of Allegiance

Due to the absence of Tenyak-O'Connor, Shanahan was designated as secretary pro tem

III. Roll Call

Present: Mego, Johnson, Shanahan, Brown, Kenyon,
Hjerpe arrived at 7:40

Absent: Tenyak-O'Connor

Also present: Matthew Suddarth, library director; Alisa Hansen of Verde Energy Efficiency Experts

IV. Approval of Agenda

Johnson moved to approve the agenda. Kenyon seconded.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the October 9, 2019 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

VI. Communication & Correspondence

Suddarth presented the correspondence involved in the library's acceptance of a \$20,000 gift, a thank you from the Joliet Public Schools for the donation of tables, a levy ordinance reminder from attorney Roger Rizman, and two articles of interest to the trustees.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance – no report

B. Administration & Personnel – no report.

C. Landscape Plan committee – no report.

IX. Trustee Reports

None.

Will Mego reviewed recent webinars (Best Small Libraries in the Country and a webinar about receiving grants and sustainability.)

X. Library Director's Report

Suddarth reviewed the written report and highlighted a few items. Additionally, he updated the board on the status of one of the legislative items in the report.

XI. Old Business

A. 50th anniversary events – Suddarth and Hjerpe discussed the upcoming plans.

They include showing the video presentation, items on display and a scavenger hunt at the December Holiday Open House, and a 50th birthday party event to be held January 25, 2020. Having kid's activities and characters has been discussed.

B. Equitable Restrooms Act – Suddarth presented the board with options to consider in order to be compliant with the new law. After a discussion, the board recommended the option that would change the signs on the doors and upgrading the door knobs to lever handles.

XI. New Business

A. Lighting Upgrade presentation

Alisa Hansen of Verde Energy Efficiency Experts presented recommendations for upgrading the library's lighting to be more efficient. As changes to the original proposal need to be made and the grants available will be changing in the new year, she will have a revised proposal in February or March.

B. Per Capita Grant – Suddarth reviewed the grant application with the board. All of the trustees have completed the necessary requirements. Suddarth will now work with staff to complete the application. It will be scheduled for approval by the trustees at their January meeting.

C. Computer Upgrade Proposal

Suddarth presented a proposal for upgrading the library's computers. The project will be paid for from 2019 per capita grant funds. Brown moved approval of the proposal as presented. Kenyon seconded.

Ayes: all present

Nays: none

D. Snow Removal Contract

Although the board was expecting to have a proposal from Sitarz Landscape & Maintenance, it was not available by the start of the meeting. This will be considered again at the December meeting.

E. Good Old Days book

At the October meeting, resident Bob Greer stated a desire of the Village of Winfield Centennial Task Force to have the book reprinted. As the library board of trustees holds the copyright to the publication, permission from the library board would need to be attained before the reprinting project could proceed.

After discussing the matter and taking into account various possible problematic issues including the fact that the task force does not have funding for the project,

the board decided on a motion made by Brown and seconded by Johnson to have the library complete the project or ask the Winfield Library Friends to do the project if the board decides to pursue this further.

Ayes: all present.

Nays: none.

F. Policy

i. Unsupervised Children

ii. Travel Reimbursement

iii. Volunteer

iv. Friends

The board reviewed the policies and made no changes.

G. Serving our Public – Chapter 6, “Access”

The board reviewed the chapter.

XII. Other Business

- Suddarth shared some thoughts regarding the lighting presentation. He will discuss options for some of the items to be considered in the presentation with the library’s electrician and light bulb supplier.
- Testing of fire alarm reviewed (test okay)
- Also discussed photographer for upcoming library events

XIII. Adjournment

The meeting was adjourned at 8:57 p.m.