

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

October 8, 2014, 7:30 p.m.

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

I. OPENING

In the absence of President Tenyak-O'Connor, the meeting was called to order by Treasurer Brown.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Brown,, Vanco, Keck, Shanahan, Mego, Hendricks

Absent: Tenyak-O'Connor

Also Present: Matthew Suddarth, Roy Groesbeck

IV. APPROVAL OF AGENDA

Keck moved approval of the agenda with the exception of moving item 8 A i to after item 4; Shanahan seconded. Ayes: all present

8 A i: Audit Report--Review and Approval

The audit was presented and reviewed by all. Groesbeck explained the accompanying notes, and answered questions, particularly pertaining to the excess of expenditures over income due to the timing of receiving bond revenue, and spending the revenue in a different fiscal year. Suddarth noted a discrepancy in the accounting of expenditures from the Special Reserve Fund. Bottom line totals remain the same, but monies need to be moved from one line item to another. Mego moved approval of the audit pending correction of the editorial error on Page 5, and the correct splitting out of expenditures between line items on Page 21; Keck seconded. Mego; yes. Keck; yes. Brown; yes. Vanco; yes. Shanahan; yes. Hendricks; yes.

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE SEPTEMBER 10, 2014 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of the consent agenda as presented; Vanco seconded. Keck; abstain. Vanco; yes. Brown; yes. Shanahan; yes. Hendricks; yes. Mego; yes.

VI. COMMUNICATION AND CORRESPONDENCE

Due to bank error, the Illinois Funds earned .1% interest one day.

A bulletin was shared from the Gates Foundation noting they will no longer be offering grants to libraries.

An article about libraries expanding the services they offer, including some libraries lending tools, craft supplies, science and music equipment, and other items.

A memorandum was received from Alexander C Todd, Director of the Prospect Heights Public Library District, containing explanatory information he had received from the Attorney General's office regarding FOIA and OMA questions that had been raised at a LACONI presentation. Board members take the training one time, designated officers of the library take the training every year. Exceptions of when more than half of a quorum of a board may be at the same event were discussed, as was whether a blog writer could be considered a media outlet in regards to onerous FOIA requests.

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

Suddarth noted that YTD spending appears to be a little low, but when the annual bond repayment amount is spread out over twelve months, it shows spending is on track.

i. AUDIT REPORT – REVIEW AND APPROVAL See above

IX. ADMINISTRATION & PERSONNEL

Suddarth noted that with Norma Rude leaving, Roseanne Murphy may move to full time hours. He will run projections on future expected income, and report later.

X. SYSTEM REPRESENTATIVE

Mego reported on attendance at a teleconference RAILS meeting. RAILS is currently overfunding its IMRF liability, and will make adjustments in future payments. The Illinois State Library is now directing libraries to talk about joining a consortium, instead of mandating that libraries have to join one. RAILS is still looking into how to provide more training for library staff.

XI. BUILDING & PROPERTY: See director's report

XII. LIBRARY DIRECTOR'S REPORT

The parking lot was sealcoated and restriped.

Shelving installation in YA is complete.

The fire alarm system has been fixed.

The tile in the lower level was stripped and waxed.

The Marketing/Graphic Arts position has been re-advertised.

Suddarth met twice with ILA nominating committee, and with the LACONI administrator's Section. Suddarth presented to the Dominican University LIS class.

The Library Friends made approximately \$2,000 at the fall sale. They are considering buying a bench to go outside the lower entrance as a memorial to Dale Olson. There is a Friends Dining Out Night fundraiser in conjunction with an astronomy program at the library Oct. 24. They explored the use of a donor software system, and may buy four more tables for the meeting rooms.

XIII. OLD BUSINESS

a. STAFF E-MAIL/ELECTRONIC USE POLICY

Mego presented a comparison of the current policy with two proposed new policies. By consensus the Board agreed to fold the language covering staff e-mail and electronic use into the personnel policy. Advice was given on blending the two new options. Mego will present an updated proposal at the next meeting, as part of the review of the personnel policy.

b. INTERNET POLICY

The current Internet Policy contains outdated technology language, Staff also suggested removing the language regarding computer use by patrons under 18 years of age. Mego moved acceptance of the Internet Policy with the suggested changes; Vanco seconded. Ayes: all present

XIV. NEW BUSINESS

A. DISASTER PLAN

The updated disaster plan was reviewed by all. Suddarth also presented a condensed version that the staff had requested to help them deal quickly with fire and tornado situations.

B. POLICY

i. MEETING ROOM POLICY No changes

ii. INVESTMENT POLICY No changes. Suddarth will talk to the bank about collateralizing all investments

iii. SEARCH WARRANT POLICY No changes

C. SERVING OUR PUBLIC – GOVERNANCE AND ADMINISTRATION Reviewed by all

XV. OTHER BUSINESS

Suddarth will be on vacation Nov. 5-12.

Keck would like to talk about a standardized way of acknowledging departing staff.

XVI. ADJOURNMENT

Keck moved adjournment; Mego seconded. Brown adjourned the meeting at 9:17 PM