

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

October 12, 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, Brown, Boyle, Kenyon

Absent: none

Also present: Matthew Suddarth

IV. APPROVAL OF AGENDA

Kenyon moved approval of the agenda, Johnson seconded. Ayes: all present

VII. CONSENT AGENDA

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

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Brown moved approval of the consent agenda as presented; Johnson seconded. Ayes: all present

VIII. COMMUNICATION AND CORRESPONDENCE

Brief discussion about memo from Roger Ritzman detailing a new statute regulating reimbursement to Library Trustees and employees for expenses incurred on Library business. Suddarth will consider whether changes are necessary to Library procedures. Hjerpe submitted an email she received as an example of community surveys being conducted by School District 200.

IX. CITIZENS TO SPEAK: none

X. REPORTS OF STANDING COMMITTEES

A. FINANCE: nothing

B. ADMINISTRATION & PERSONNEL: The Page position has been filled.

C. SYSTEM REPRESENTATIVE: nothing

D. BUILDING & PROPERTY: see director's report

XI. LIBRARY DIRECTOR'S REPORT

The parking lot sealcoating project continues. Discussions are ongoing.

There is new additional shelving for adult audio books.

Short discussion of "Roads Amendment to Illinois Constitution". Suddarth explained that it does not directly affect Library funding, and the Illinois Library Association confirmed that it would also not affect the funding by the Live and Learn Fund of the annual library construction grants.

Suddarth was guest lecturer for Introduction to Library Science Class at Dominican University.

Director Suddarth met with several companies in regard to mold issues.

Suddarth reported that the Sara McQuaid program was a success, with 65 attendees.

Technical Services Librarians had an open house for the rest of the staff to explain their area.

XII. OLD BUSINESS

A. LONG RANGE PLAN

Suddarth presented the results from the library staff's User Services Survey, Walkthrough and "No List." Mego suggested that all Trustees review to glean new data presented.

B. BUILDING DEDICATION PLAQUE

Suddarth presented a copy of the new plaque and the current plaque.

C. BUILDING WALKTHROUGH

Facility issues continue to be addressed. Floor contractor to present ideas for visibility of stair treads.

D. MOLD MITIGATION PROPOSAL

Based on recommendations from Suddarth the next step will be to have the air tested, to help determine what remediation is necessary. Suddarth has discussed with the insurance company to determine the possibility of coverage. This will in part depend upon the outcome of the air test.

E. PHOTOCOPIER PROPOSALS

Suddarth presented several options for a new photocopier. After a brief discussion, Tenyak-O'Connor moved approval of the 5 year lease for the two Konica-Minolta Bizhub C308 copiers, at a maximum cost of \$9611.40, with the request that Suddarth attempt to get the cost reduced through sales of our current machines to be replaced, as well as negotiating for a reduction. Johnson seconded the motion. Ayes: All present

XI. NEW BUSINESS

A. DISASTER PLAN

Suddarth explained that the plan was current, and is reviewed at Staff In-Service Days.

B. BOARD MEETING DATES 2017

Brown moved approval of the dates as presented, Boyle seconded Ayes: all present

C. LIBRARY CLOSINGS FOR 2017

Brown moved approval of the Closing Dates as presented, Johnson seconded. Ayes: all present

D. POLICY

i. MEETING ROOM POLICY - No changes were recommended by Trustees or Staff

ii SEARCH WARRANT POLICY - No changes were recommended by Trustees or Staff

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

XIV. OTHER BUSINESS

Suddarth again reminded the Trustees about the upcoming Consolidated Election to be held April 4, 2017. Six of the current Trustees will be required to run for election

Suddarth informed the Board he will be gone October 19 to the 23rd.

There were no other matters to discuss.

XV. ADJOURNMENT

The meeting was adjourned at 9:35 PM