

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

October 11, 2017, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:35 p.m.

II. Pledge of Allegiance

III. Roll Call

Present: Mego, Boyle, Kenyon, Hjerpe, Johnson, Tenyak-O'Connor, Brown

Absent: None.

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Brown moved and Tenyak-O'Connor seconded the approval of the agenda.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the August 9, 2017 meeting

B. Financial report

C. Approval of bills

Brown moved and Tenyak-O'Connor seconded the approval of the consent agenda.

Ayes: all present

VI. Communication & Correspondence

Suddarth presented a memo from attorney Roger Ritzman regarding recently passed legislation affecting libraries. Also presented were a notice of an upcoming continuing education program about library safety and an article about "Banned Books Week."

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 fire alarm was inspected
- The Good Old Days events were successful
- Internet upgrade is complete

- Suddarth attended several continuing education events along with the Illinois Library Association annual conference
- There is a display in the Young Adult area about “Teen Read Week.”
- The bulletin board in the Youth Services area has “apples” with book suggestions that can be picked.

X. Old Business

A. Long Range Plan

Suddarth informed the board he is working on a list of projects and items the library needs money in order to complete. He will try to incorporate these into the budget for the 2018-19 fiscal year.

B. Director’s Evaluation Form

Nothing to report.

XI. New Business

A. Policy

i. Meeting Room

ii. Investment

iii. Search Warrant

Upon review of the policies, the board made no changes.

B. Disaster Plan

Suddarth noted necessary updates had been made.

C. 2018 Library Board Meeting dates

The board reviewed the dates as presented and made a change to the October date. It will be one week later than usual in order to accommodate staff and trustees to attend the Illinois Library Association annual conference in Peoria. Johnson moved and Hjerpe seconded approving the dates with the change to the October date.

Ayes: all present

D. 2018 Library closing dates

Brown moved and Johnson seconded approving the dates as presented.

Ayes: all present

E. Serving our Public – Chapter 2, “Governance and Administration”

The board reviewed the chapter.

XII. Other Business

None.

XIII. Adjournment

The meeting was adjourned at 8:26 p.m.