

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 9, 2019, 7:30 p.m.

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

I. Opening

President Mego called the meeting to order at 7:45 p.m.

II. Pledge of Allegiance

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

III. Roll Call

Present: Mego, Johnson, Hjerpe, Shanahan

Absent: Kenyon, Tenyak-O'Connor, Brown

Also present: Robert Greer, Winfield resident; Su Shanahan, Winfield resident; Sarah Cole LTA practicum student; Debbie Linhart, Friends president; Matthew Suddarth, library director

IV. Approval of Agenda

Hjerpe moved to approve the agenda. Johnson seconded.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the September 11, 2019 meeting

B. Financial report

C. Approval of bills

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

Ayes: all present

VI. Communication & Correspondence

Suddarth presented a newsletter from the library's insurance agent.

VII. Citizens to Speak

Greer informed the board of the upcoming Winfield centennial in 2021. He expressed the desire of the committee that has formed to reprint the Good Old Days book. As the copyright is held by the library, the board's permission would be needed before reprinting could commence. Additionally, he presented the board with pricing for the project from a publisher he had contacted. Finally, he stated that the committee did not know where funding for the project would be coming from.

VIII. Reports of the Standing Committees

A. Finance

i. Annual Report of Receipts and Disbursements

Suddarth presented the document and explained that upon approval, Brown would need to sign it and have it notarized. It then will be published in a newspaper,

certified by the village clerk, and filed with the county. The deadline for filing is October 31st. Johnson moved approval with a second by Hjerpe.

Ayes: all present.

B. Administration & Personnel – no report.

C. Landscape Plan committee – The board reviewed the plans for the landscape design. Mego asked for suggestions regarding the plan before any planting begins. It was decided that a meeting of the landscape committee should be held soon. Suddarth was asked to find out if Jeff Sitarz of Sitarz Landscape & Maintenance had any recommendations for plantings that are different from those suggested on the plan.

IX. Trustee Reports

None.

X. Library Director's Report

Suddarth reviewed the written report and highlighted a few items. Additionally, he reported that Find More Illinois training for staff had been held and that the service would be started over the next several months with full service beginning in December.

XI. Old Business

A. 50th anniversary events – Suddarth and Hjerpe discussed the upcoming plans. They include a video presentation at the November Historical program, items on display and a scavenger hunt at the December Holiday Open House, and a 50th birthday party event to be held in January.

XI. New Business

A. Long Range Plan

The board reviewed the plan and Suddarth highlighted a few items that are currently being worked on. They include the upgrading of the computers and improving the building lighting. Presentations regarding both of these items will be held at the November meeting.

B. Equitable Restrooms Act

Suddarth informed the board that as of January 1, 2020, the library will have to make the two upper level restrooms “Gender Neutral.” At a minimum, the signs on the doors need to be changed. Suddarth suggested that the locks be changed also, and that the board may consider removing the urinal from the men’s room. The Illinois Department of Health has not issued rules regarding the act, but is expected to. Suddarth will have a proposal for how to proceed at the November meeting.

C. Disaster Plan

The board reviewed the plan and made no changes.

D. Schedule Board Meetings and Closing Dates

The board reviewed the dates presented. On a motion made by Johnson and seconded by Shanahan, the board unanimously approved the dates.

E. Policy

i. Meeting Room

Suddarth presented a change to allow for the room to be used as a quiet study space. The board agreed. Johnson moved with a second by Shanahan to approve the policy with the change.

Ayes: all present.

ii. Investment

- The board reviewed and made no changes.
- iii. Search Warrant
The board reviewed and made no changes.
- F. Serving our Public – Chapter 2, “Governance and Administration”
The board reviewed the chapter.

XII. Other Business

- Suddarth reviewed the 2020 per capita grant requirements. There are several items the board will need to complete for the grant application. These will be addressed at the November meeting.
- Suddarth reminded the board that the Illinois Library Association Annual Conference will be held in two weeks at the Tinley Park Convention Center. He encouraged all of the trustees to attend the Trustee Day events and informed them to let him know if they want to attend.
- Discussion ensued regarding the Good Old Days book. The consensus of the board is to approach the Winfield Library Friends to see if they might be interested in the project. Further discussion will be held at the November meeting.

XIII. Adjournment

The meeting was adjourned at 8:41 p.m.