

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

September 10, 2014, 7:30 p.m.

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

I. OPENING

The meeting was called to order by president Tenyak-O'Connor at 7:30 p.m.
On consensus of the board, Mike Shanahan agreed to act as secretary pro-tem.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Mego, Shanahan, Vanco
Absent: Brown, Hendricks, Keck
Also present: Matthew Suddarth

IV. APPROVAL OF AGENDA

Vanco moved approval of the agenda as presented, Mego seconded. Ayes: all present.

V. CONSENT AGENDA

- A. APPROVAL OF MINUTES OF THE AUGUST 13, 2014 MEETING
- B. FINANCIAL REPORTS
- C. APPROVAL OF BILLS

Mego moved approval of the consent agenda as presented; Vanco seconded. Ayes: all present.

VI. COMMUNICATION AND CORRESPONDENCE

An article about the price of e-books from ILA Reporter was shared.
A memo from attorneys Ancel Glink regarding the meeting of library boards on legal holidays was shared.
The library received a letter from attorney Roger Ritzman regarding the payment of performance bonds.

VII. CITIZENS TO SPEAK

None.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. AUDIT REPORT – REVIEW AND APPROVAL

Suddarth reported this was not yet ready and that auditor Roy Groesbeck would be presenting it at the October meeting.

ii. TAX LEVY – APPROVAL

Mego moved acceptance, Vanco seconded. Ayes: all present.

iii. ANNUAL REPORT OF RECEIPTS AND DISBURSEMENTS

Those present reviewed the report. It will now be signed by treasurer Bob Brown and notarized before being published and filed with the county.

B. ADMINISTRATION & PERSONNEL

No report from committee

C. SYSTEM REPRESENTATIVE

Mego reported on ILA article about Michigan library and Suddarth reported on the reciprocal borrowing and automation project (consortium catalog).

D. BUILDING & PROPERTY

No report.

IX. LIBRARY DIRECTOR'S REPORT

Suddarth reported that the parking lot sealcoating was still to be scheduled.

Carol Mancini has been hired to be the new technical services assistant. He will be interviewing for the open Marketing/Graphic Arts position soon.

The computer for scanning images from microfilm was replaced.

David Kelsey, adult programming coordinator, hosted his first book discussion programs.

Suddarth participated in various events during "Winfield's Good Old Days."

The Friends' book sale was successful.

X. OLD BUSINESS

i. PER CAPITA GRANT

The board reviewed the fiscal year 2015 per capita grant application. Vanco moved approval, Mego seconded.

Ayes: all present.

XI. NEW BUSINESS

A. APRIL 14, 2015 CONSOLIDATED ELECTION

Suddarth reviewed information regarding filing petitions to run in the upcoming election for library trustees.

B. POLICY

i. STAFF E-MAIL/ELECTRONIC USE POLICY

Upon review of the policy, Mego volunteered to research similar policies and bring samples for review to the October meeting.

ii. INTERNET POLICY

After a discussion of the policy, Suddarth was asked to survey the staff regarding their opinions about the usage of those under 18 in the policy. He will report his findings at the October meeting.

C. HVAC PROPOSAL – REVIEW AND APPROVAL

Suddarth presented the proposal to split the HVAC for the north end of the lower level into two zones. Mego moved acceptance, Vanco seconded. Ayes: all present.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Mike Shanahan, secretary pro tem