

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

September 9, 2015, 7:30 p.m.

Winfield Park District, Charles R. Beggs Activity Center  
0N020 County Farm Rd., Winfield, IL 60190

**I. OPENING**

The meeting was called to order by President Mego at 7:32 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Mego, Brown, Tenyak-O'Connor, Keck

Absent: Shanahan

Also Present: Matthew Suddarth, Phil Mustes, Rebecca Johnson, Malcolm Boyle

**IV. APPROVAL OF AGENDA**

Tenyak-O'Connor moved approval of the agenda as presented; Keck seconded. Ayes: all present

**V. SWEARING-IN OF NEW TRUSTEES**

Secretary Keck administered the oath of office to Johnson and Boyle.

**VI. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE AUGUST 12, 2015 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Tenyak-O'Connor moved approval of the consent agenda as presented; Brown seconded. Ayes: all present

**VII. COMMUNICATION AND CORRESPONDENCE**

Suddarth shared a thank-you note from the Winfield Historical Society for help with the Run.

A noticed was received regarding the demolition of the house two properties north of the library.

An explanation of the FOIA request from Kevin DuJan was received from Attorney Ritzman. Mr. DuJan is conducting a research project covering 666 libraries in Illinois to determine which ones are in compliance with state laws.

A advisory from Attorney Ritzman was received regarding recommended responses to a recent FOIA request.

Suddarth shared his response to the FOIA request made by Mr. DuJan and Story Time Digital Media.

A memorandum was received from Ancel Glink regarding Website Posting Requirements for Libraries.

**VIII. CITIZENS TO SPEAK**

Village Trustee Mustes has spoken with the village manager regarding a village agreement with NICOR that would let the library access free gas from NICOR. Manager Barrett was not aware of any previous agreement, but will look into it.

Mustes discussed the amount owed the village by the library from the first year the library opened. The village financial manager could find no record back as far as 2006. She suggested the village vote to call it a donation, or that the library discuss with our auditors how to make an adjustment.

**IX. REPORTS OF STANDING COMMITTEES**

A. FINANCE

i. TAX LEVY – REVIEW AND APPROVAL

Brown moved approval of the 2015 tax levy as presented; Tenyak-O'Connor seconded. Ayes: all present

ii. ANNUAL REPORT OF RECEIPTS AND DISBURSEMENTS

Brown moved approval of the annual report of receipts and disbursements as presented; Tenyak-O'Connor seconded. Ayes: all present. Suddarth will publish and file.

B. ADMINISTRATION & PERSONNEL--No report

**C. SYSTEM REPRESENTATIVE**

There will be a RAILS update on Sept. 15. There is an upcoming webinar on the per capita grant requirements for this year on Sept. 15. The Long Range Plan seminar will be available for viewing on the RAILS web site.

**D. BUILDING & PROPERTY--see director's report**

**X. LIBRARY DIRECTOR'S REPORT**

The annual fire alarm test took place on Aug. 28, with no problems found.

According to ILA, the state has already obligated more expenditures than expected revenue for the upcoming year, with the state projected to run out of funds in early 2016.

Sarah Lapp has returned to college.

The library received a FOIA request from Kevin DuJan of Story Time Digital Media with an extensive list of requested information. Suddarth responded appropriately to each request.

Suddarth met with the two new trustees to orient them to their work on the Board.

The library may have a refund due from Traveler's Insurance for part of a year of Workman's Comp insurance.

Suddarth attended a RAILS presentation on Community Base Strategic Planning.

**XI. OLD BUSINESS**

**i. LONG RANGE PLAN**

(Shanahan arrive 8:20 PM)

Shanahan and Mego are working on a draft LRP to be presented for comment in the next few weeks.

Suddarth shared ideas from the meeting he attended.

**ii. GOOD OLD DAYS PARADE**

Suddarth shared a packet of information from the Junior Women's Club regarding details of the Good Old Days parade.

**XII. NEW BUSINESS**

**A. INTERNET POLICY**

Brown moved approval of the Internet Policy as presented; Shanahan seconded. Ayes: all present

**XIII. OTHER BUSINESS**

The fall book sale will be held Sept. 10-12.

**XIV. ADJOURNMENT**

Keck moved adjournment; Brown seconded. Ayes: all present

The meeting was adjourned at 8:47 PM