

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

September 14, 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

Absent: Brown, Boyle,

Also present: Shelley Kenyon, Matthew Suddarth, Phil Mustes and Roy Groesbeck

IV. APPROVAL OF AGENDA

Tenyak-O'Connor moved approval of the agenda with one change; to move item 10, REPORTS OF STANDING COMMITTEE A. FINANCE i Audit Presentation to become a new number 7. Johnson seconded. Ayes: all present

V. APPOINTMENT OF NEW TRUSTEE

Hjerpe moved that Shelly Kenyon be appointed as a new Trustee to fill out the term vacated by Trustee Cindy Keck, Johnson seconded. Ayes: All present

VI. SWEARING IN OF NEW TRUSTEE

Secretary Tenyak O'Connor proceeded to swear in Shelly Kenyon, who took the oath of office.

VII Audit Presentation

Roy Groesbeck of Mueller & Co., LLP presented the Audited Financial Statements of Winfield Public Library, a Component unit of the Village of Winfield, IL, as of fiscal year ended April 30, 2016.

Roy briefly discussed the Independent Auditors' Report and the Management Discussion and Analysis. He explained some of the additional items in the financial statements, and pointed out items in the Financial Statements which he thought might be confusing to our newer board members

There being no additional questions, Tenyak -O'Connor moved approval of the Statements as presented, and Johnson seconded. Ayes: all present

VII. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE AUGUST 10, 2016 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VIII. COMMUNICATION AND CORRESPONDENCE

Brief discussion about articles presented. Two thank you notes were acknowledged..

Suddarth distributed information about an upcoming Consolidated Election to be held April 4, 2017. Six of the current trustees will be required to run for election

IX. CITIZENS TO SPEAK: none

X. REPORTS OF STANDING COMMITTEES

A. FINANCE:

ii. TAX LEVY

Tenyak O'Connor moved approval of the proposed levy reviewed last month, Johnson seconded. Ayes: all present

iii Annual report of Receipts and Disbursements

There was a short discussion of this form, then Johnson moved approval and Tenyak O'Connor seconded.

Ayes: All Present.

- B. ADMINISTRATION & PERSONNEL: Director Suddarth referred to his report which mentions that a Page has left and candidates are being interviewed for this position.
- C. SYSTEM REPRESENTATIVE: Suddarth will attend the meeting regarding membership standards.
- D. BUILDING & PROPERTY: see director's report

XI. LIBRARY DIRECTOR'S REPORT

- A. Neighbor's tree limb which had fallen in our parking lot has been removed, wasps have been dealt with.
- B. The parking lot sealcoating project continues. Discussions are ongoing.
- C. There are new shelves in Youth Services workroom.
- D. Copier vendor selection process continues.
- E. Sitarz Landscaping rebuilt the retaining wall on south side of building.
- F. Director Suddarth has met with a company regarding the mold issues.
- G. Banner for Winfield Reads Together has been hung.

XII. OLD BUSINESS

A. LONG RANGE PLAN

Suddarth updated the trustees about the status of the Services Survey. The staff is doing the Walkthrough exercise the board did at the July meeting, assessing services with a User Experience survey presented to the board, and keeping a "No" list to determine services we aren't providing. He will present a report at the October meeting.

B. BUILDING DEDICATION PLAQUE

Plaque will be ordered.

C. BUILDING WALKTHROUGH

Discussion regarding main points of the results from the walkthrough, which were mold on the ceiling, stairs out front and signage.

XIII. NEW BUSINESS

A. Mold Mitigation Proposal

Suddarth has met with one company in regard to this issue. The board asked him to get more proposals and present them at the October meeting.

B. Internet Policy

Reviewed, no changes were recommended.

XIV. OTHER BUSINESS

There were no other matters to discuss.

XV. ADJOURNMENT

The meeting was adjourned at 9:50 PM