

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

0S291 Winfield Rd.

Winfield, IL 60190

April 11, 2012

7:30 p.m.

I. OPENING

Meeting was called to order by Presiding Officer Bob Brown at 7:30 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Brown, Keck, Petitti, Vanco, Lee, Shanahan

Absent: Tenyak-O'Connor

Also present: Matthew Suddarth, James Hughes, Richard Loechl, Carol Simler

IV. APPROVAL OF AGENDA

Petitti moved approval of the agenda with the exception of moving item 11c to after item 4, and moving items 11 d and e to the May meeting. Vanco seconded. Ayes: all present

11. c

Richard Loechl and Carol Simler gave a presentation about the proposal before the village board to allow a special use permit for a PADS homeless shelter to operate at St. John the Baptist church hall on Monday nights from June through August.

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE MARCH 14, 2012 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Lee moved approval of the consent agenda as presented; Keck seconded. Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

Notice was received that the Cadence Health Community Chest grant was not awarded to the library this year.

An advisory letter was received from the attorney regarding meeting room use. No changes are recommended to our policy at this time.

An advisory letter was received from the attorney regarding the choice of bonding the treasurer, or buying insurance to cover the library against financial fraud from all Board members and employees. The insurance agent is checking on prices of insurance, and Suddarth will report back when the information is ready.

A flier about the LACONI banquet April 20 was passed out.

VII. CITIZENS TO SPEAK

James Hughes reported he will take the library's concerns about the PADS shelter to the Committee of the Whole meeting of the Village board.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – WORKING BUDGET

Suddarth explained the working budget proposal, which will be up for approval next month.

B. ADMINISTRATION & PERSONNEL

Petitti will meet with Suddarth to explain the annual review comments.

C. SYSTEM REPRESENTATIVE

A RAILS meeting is scheduled for April 12. The new logo was shared. RAILS has decided to keep the East Peoria and Burr Ridge centers open, with computers and staff. The RAILS Board, not just the executive director, will be required to approve secondary employment of staff, per state statute. A list of RAILS meeting dates for the 2011-2012 fiscal year was handed out.

D. BUILDING & PROPERTY

- i. **BUILDING PROJECT**
Suddarth reported the architects are moving along with floor plans, elevations and site plans. All documents must be ready for electronic submission for the state building grant by Monday, April 16.
- ii. **BUILDING GRANT**
Suddarth reviewed the state building grant application. In regards to proving we can sustain library operations after an expansion, the extra costs have been considered, and can be covered in the regular library budget.

IX. LIBRARY DIRECTOR'S REPORT

The architects have made a recommendation to bid all work in sections, so the work can be done in sections as funds are available, if needed.

Public Act 97-0675 has passed and been signed by the governor.

Suddarth has hired two new pages.

Auto Graphics is coming for a demo of their circulation software on April 27.

Spring adult evening programs have started.

After a power outage, the dumb waiter was not working. It has been repaired.

Suddarth reported on various meetings he has attended.

Suddarth showed the board an article from the Winfield Post about the plan commission hearing on the proposed PADS shelter.

X. OLD BUSINESS

A. LONG RANGE PLAN UPDATE

No report

XI. NEW BUSINESS

A. NON-RESIDENT CARD RESOLUTION

Lee moved the Winfield Library use the tax bill method for the upcoming year to figure the fees for a library card for non-residents; Petitti seconded. Ayes: all present

B. ACCOUNTING CONTRACT

The accounting firm has not sent in a proposal for next year's services yet. Board authorized Suddarth to execute the contract when it arrives.

C. DuPAGE PADS SHELTER

Addressed after item 4.

D. ELECTION OF OFFICERS

Postponed until May board meeting

E. CONSIDERATION OF COMMITTEES

Postponed until May board meeting

F. BOARD MEETING CALENDAR

Board accepted the Board meeting review calendar as presented

G. ETHICS RESOLUTION

Discussed. No changes

H. SERVING OUR PUBLIC: PUBLIC SERVICES: REFERENCE AND READER'S ADVISORY SERVICES

Reviewed by all

XII. OTHER BUSINESS

Suddarth will attend the Village Committee of the Whole meeting April 19, and will express his views as library director concerning the PADS shelter in Winfield.

Vanco asked how the need for added security at the library during PADS dates might affect the budget. Suddarth said it would mostly be addressed by rearranging staff hours. The fees for a hired security guard, if needed, would fit within the budget. Janitorial issues and vandalism due to increased usage of the library were discussed.

XIII. ADJOURNMENT

The meeting was adjourned at 10:00 PM