

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
April 14, 2010

**I. Opening**

Present Tenyak-O'Connor called the meeting to order at 7:34 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

Present: Carol Tenyak-O'Connor, Mary Vanco, Cindy Keck

Absent: Bob Brown, Ida Lee, Robert Petitti

Also Present: Matthew Suddarth, Library Director; Matt Hichens, Architect; Mike Shanahan

Due to a lack of quorum, no business was conducted. Information was presented and discussed.

Hichens presented a report on the east wall construction projects. Bids for the constructions projects on the east wall were opened on April 7. There were eleven bidders. Hichens will present a letter from nuemanArchitecture recommending the Board approve a bid from R. Carlson and Sons of Mokena. The architecture firm has checked their references, and talked with others in the industry who have worked with them. They come with good recommendations, and turned in the lowest bid.

Considering a coating for the steel pieces, Hichens recommended using galvanized steel with regular paint, and not using a coating. If the paint chips, the underlying steel will not rust. Hichens also recommended not using mesh panels, but using spindles on the railings. He recommends starting as soon as possible in order to be done by August. Hichens will start the permit process. He will continue to work on a time and materials basis, and does not foresee needing weekly on-site meetings. He recommends newmanArchitecture be hired to review plans and do a punch list.

**IV. Approval of Agenda**

The agenda was not approved, but was followed for the purposes of relaying information to those present.

**V. Consent Agenda**

A. Approval of Minutes of the March 10, 2010 meeting

B. Financial reports

C. Approval of Bills

The consent agenda was not approved due to the lack of a quorum. The items on the consent agenda will be on the agenda to be approved at the next meeting of the board.

## **VI. Communication and Correspondence**

Suddarth presented a colorful hand-out showing how libraries are currently being used. Board discussed using these facts and statistics as information to the public about the need for current, accessible library facilities.

Mueller and Co., LLP, requests a contract for accounting and auditing services for the upcoming year.

Roger Ritzman sent a memo on e-mail and the Open Meetings Act, and a memo on whether a library display case is a public forum.

Are article about Keith Richards use of libraries was presented.

A letter from Tammy Pressley, Director of External Communications from CDH, was presented, about the \$17,550.90 grant from CDH to the Library.

A review of library referendum in the state at the Feb. election was reviewed.

An article about a pedestrian bridge in Wheeling to be named for Sharon Ball was presented.

An article from the Illinois Municipal Retirement Fund reviewing the changes in retirement guidelines was given out.

Suddarth reported on the LIMRiCC Board elections.

An article about New Jersey's plan to cut library funding by up to 74% was presented

A brochure from AARP asking everyone to urge their Illinois legislators to pass a responsible budget was shared.

A copy of the letter from Suddarth to Senator Randall Hultgren, thanking him and his children for their visit to the library was shared.

## **VII. Citizens to Speak**

Mike Shanahan introduced himself, expressed an interest in being appointed to fill the open seat on the Board, and answered questions.

## **VIII. Reports of the Standing Committees**

### **A. Finance – Working budget**

Suddarth presented the working budget, and explained some changes. He offered the possibility of transferring \$150,00 from the reserve fund to cover salaries should the Board recommend greater than a 3% increase, and to cover any contingencies in the building project.

### **B. Administration & Personnel – Closed session to discuss Library Director's Annual Review (5 ILCS 120/2(c)(1)) – The board did not conduct the closed session due to the lack of a quorum.**

### **C. System Representative**

No report.

## **IX. Library Director's Report**

Windows were cleaned and carpet and tile was cleaned. Pre-bid meeting was held March 24.

Sitarz Landscaping has replaced the wheel stops and trimmed some trees, and removed a dead tree.

Fire extinguishers were inspected March 25.

At the moment, the Library is not effected by the Pension Reform. Any new IMRF

employee hired after Jan. 1, 2011, may be effected.  
Current state budget deficit is \$13 billion  
ILA is supporting HB6780.  
June 29 is ALA legislative day in Washington DC  
Book sale was successful  
Senator Randy Hultgren visited the library April 8.  
Adult program and the history of the White Sox has attendance of 10.  
Over 10,000 items went out in March, 18% higher than last March. Overall, circulation is up 8% over last year.  
Statistics show a 43% increase in computer usage, due to more accurate counting.  
Suddarth reported on attendance at many meetings.

#### **X. Old Business**

- A. Facility Plan Committee – Awarding of Bid for East Wall Projects
- B. Long Range Plan
- C. Closed Session for Consideration of New Trustee (5 ILCS 120/2(c)(3))
- D. Landscape Contract

The board did not act on any of the Old Business. Suddarth stated that the library's attorney, Roger Ritzman, does not think we need language about prevailing wage in the landscape contract.

#### **XI. New Business**

No new business was discussed. The board reviewed the chapter titled "Public Services: Reference and Reader's Advisory Services" in *Serving our Public: Standards for Illinois Libraries*.

#### **XII. Other Business**

Keck recommended that new trustees be appointed at the end of any meeting, so they would have time for orientation before being asked to vote.

Tim Allen has asked to lease spaces in the Library parking lot, so he can re-lease them to commuters who want to avoid paying money to the Village for parking. Board chose not to address the request at this time.

Staff in-service day is May 7. Board will provide lunch.

#### **XIII. Adjournment**

The Board agreed to meet again on April 28 at 7:30, to conduct business, including considering awarding of a bid for the east wall project.