

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 17, 2005

I. Roll Call

Carol Tenyak-O'Connor called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. The roll call was taken as follow:

Present:	Absent:
Carol Tenyak-O'Connor	Linda McNamara
Karen Hannah	Peter Dopper
Michael Belica	
Laura Slivinski	
Bob Brown	
Matthew Suddarth, Library Director	
Mary Vanco, Winfield Library Friends	
Denise Hixson, Winfield Library Friends	

II. Minutes

Minutes from the July 20, 2005 meeting were reviewed and on a motion made and seconded the trustee unanimously approved the minutes with two corrections.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. Members of Main Street Winfield have been invited to a tour of the Central DuPage Hospital Ambulatory Services Facility on Monday, August 22nd.
- B. The Library received several emails regarding current legislative issues.
- C. There were several newspaper articles regarding libraries, including the Winfield Public Library that the trustees received.
- D. The Library received notice of the third "Nitty Gritty" trustee training workshop to be held September 22nd.
- E. Library attorney Roger Ritzman sent a letter regarding Senate Bill 847 which would allow a provision for a community to disconnect from a library district.
- F. The Library received an invitation to the upcoming DuPage Library System legislative breakfast to be held Monday, October 24th.
- G. The Library received notice regarding the DuPage Library System annual meeting and board election. Karen Hannah will run for a second term.

IV. Citizens to Speak

Mary Vanco and Denise Hixson of the Winfield Library Friends came to discuss space issues as they affect the book sale materials. They suggested that a "POD" storage unit be placed in the parking lot for storage of materials. The unit would cost about \$50 to drop off, \$50 to pick up and \$180 per month for on-site use. The Village plan commission and the Village Board would need to approve long term use of the unit at the Library. Although we would not be able to have the unit in place for the

upcoming September book sale, it is possible it could be used for the spring sale. The discussion covered options and possible effect on staff, friends, costs, and the visibility of the unit.

Ms. Vanco suggested staff, board, friends, and public meet and greet sessions to introduce the building project prior to the referendum. Mr. Brown suggested taking photos of new libraries and starting a display board.

V. Financial Report

The financial report was reviewed and accepted subject to audit.

VI. Approval of Bills

The disbursements for the month of August were reviewed and on a motion made and seconded the Trustees unanimously approved the bills as presented.

VII. Reports of the Standing Committees

A. Finance

The board reviewed the 2005 tax levy. This will be approved at the September meeting.

B. Administration and Personnel

Matthew announced that Nuccia Choate, Youth Services Librarian has been out sick and is healing well. He also informed the board that Library Assistant Nisarg Thakkar has resigned his position in order to attend college in the fall.

C. Policy

On a motion made and seconded, the trustees unanimously approved the revised reference policy as written.

D. System Representative

Karen Hannah confirmed she would run for the DuPage Library System board for a second term.

E. Special Projects

Matthew reported on the activities of the parade committee.

F. Building and Property

Matthew encouraged trustees to visit the local library buildings built by the architects the library is considering for our project. Matthew will arrange for staff tours for those interested.

VIII. Library Director's Report

Matthew Suddarth reported the following:

A. The building committee met and narrowed the list of architectural firm candidates to three.

B. The Winfield Library Friends met and are finalizing plans for the September book sale. Additionally, the Friends are considering holding a bowling party fundraiser.

C. Matthew has been asked by Main Street Winfield to be a member of their board. He will be elected to the board at their meeting on August 22nd.

D. Matthew has also been asked to run for the Winfield Chamber of Commerce board.

IX. Old Business

A. Building expansion

The board set a date of Friday, August 19th to interview the three architectural firms the building committee selected.

B. Per capita grant

On a motion made and seconded, the trustees unanimously approved the per capita grant expenditures as presented.

C. Library walkthrough

Matthew Suddarth notified the board he had received five out of seven walkthrough sheets from the trustees. When he receives all seven he will type the responses and present them to the board.

X. New Business

A. As a part of the FY 2005 per capita grant application, the board reviewed the *Trustee Facts File* publication.

B. Audit bids

The library received bids from two firms, Knutte & Associates, and Mueller & Co. The board asked Matthew Suddarth to ask Knutte for a 2-year bid and if Mueller could lower its price.

XI. Other Business

Matthew Suddarth reported that he is working on an emergency plan for the Library. He is hoping that this will be ready to be presented to the board at the September meeting.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:30 p.m. The next regular meeting is set for Wednesday, September 21, 2005 at 7:30 p.m.

Respectfully submitted,
Laura Slivinski, secretary pro tem