

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 9, 2008**

I. Call to Order

The meeting of the Winfield Public Library Board of Trustees was called to order with the Pledge of Allegiance at 7:32 p.m. by Carol Tenyak-O'Connor, board president.

II. Roll Call

Present:

Laura Slivinski

Robert Brown

Karen Hannah

Cindy Keck

Michael Belica

Carol Tenyak-O'Connor

Linda McNamara

Absent:

None

Matthew Suddarth, Library Director

Also present: Ida Lee

III. Approval of Agenda

On a motion made and seconded, the trustees unanimously approved the agenda.

IV. Consent Agenda

On a motion made and seconded, the trustees approved the consent agenda, subject to audit. Laura and Linda abstained from voting on the approval of the December 12, 2007 minutes.

V. Communication and Correspondence

Matthew Suddarth presented the following:

A. Invitation to Winfield Chamber of Commerce Inaugural Dinner

B. Copy of an email from William Barlow, village manager about the proposed proton beam cancer center not being built.

C. Invitation from Rudy Czech, village president, to an open house meeting about the future of the Winfield Town Center.

D. Numerous library related articles.

VI. Citizens to Speak

None.

VII. Reports of the Standing Committees

A. Finance

Matthew Suddarth presented a proposed appropriations budget for the 2008-09 fiscal year. Several changes have been made including added lines for children's, young adult, and adult periodicals, summer reading programs, and donation from the Friend's. Karen Hannah suggested consider adding lines to hold improvements such as WiFi or computer equipment. In the past, we had taken such items out of the per capita grant. The per capita grant can be accessed for expenditures on things that "are not attached to the building." It was decided that Matthew Suddarth would bring a revised proposal to the next meeting.

B. Administration and Personnel

Matthew will complete a self evaluation and provide it to the board in one to two weeks. The board will complete the evaluation and submit to Linda and Michael immediately.

VIII. Library Director's Report

Matthew Suddarth reported the following:

- A. Building – Work continues on renovation of the staff break room. Carpet was cleaned in December
- B. Legislative issues – nothing to report.
- C. Adult programs – planning is complete for spring programs.
- D. Miscellaneous – a demonstration copier is being evaluated.
- E. Meetings – Winfield Chamber of Commerce after hours was 12/13/07, ILA Public Policy committee meeting on 1/7/08 was conducted using WebJunction software. A decision has not been made yet as to whether future meetings will be held this way.

IX. Old Business

A. Library Walk-Through

The walk-through is considered complete and will be added to the space planning file.

B. Space planning committee

As we evaluate the two architectural services candidates (Sente Rubel Bosman Lee and Newman Architecture) we looked at past projects, specific experience in libraries, the fact that Newman has done more renovations, and is the firm that was our second choice last time. The committee recommends Newman and on a motion made a seconded, the board voted unanimously to follow their recommendation. Next steps will include negotiation of the contract. Karen Hannah asked Carol Tenyak-O'Connor and Michael Belica to review the proposal and the AIA Owner-Architect agreement.

C. Board Value Statement

Deferred to February.

D. By-laws

The board reviewed the by-laws and made no changes.

X. New Business

A. General Policy

After reviewing the policy, on a motion made and seconded, the trustees voted unanimously to adopt the document as amended.

B. Photocopier

Matthew Suddarth presented several options for the purchase of a new photocopier. He will get more information and the board will review at a future meeting.

C. Health Insurance

Matthew Suddarth reviewed changes to the pricing of the policy.

D. Serving our Public

The board reviewed the chapter titled “Core Standards” in *Serving our Public: Standards for Illinois Libraries*.

XI. Adjournment

On a motion made and seconded, the trustees unanimously approved the adjournment of the meeting at 9:45 p.m.

Respectfully submitted,
Laura Slivinski, secretary