

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 11, 2007**

**I. Opening**

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:05 p.m. on Wednesday, July 11, 2007 at the Winfield Public Library by Carol Tenyak-O'Connor, Board President. Linda McNamara acted as secretary.

**II. Roll Call**

Present:

Karen Hannah

Robert Brown

Carol Tenyak O'Connor

Linda McNamara

Absent:

Michael Belica

Laura Slivinski

Matthew Suddarth, Director

Also present: Gail Johnson of Face 2 Face Communications

**III. Approval of Agenda**

After agreeing to move the appointment of a new trustee and strategic planning to after the consent agenda, on a motion made and seconded, the board unanimously approved the agenda.

**IV. Consent Agenda**

After removing the approval of the June minutes from the consent agenda and after a question about the financial report, on a motion made and seconded, the board unanimously approved the consent agenda.

**V. Appointment of a new trustee**

At 7:18 p.m. on a motion made and seconded, approved by a roll call vote, the board unanimously approved entering closed session for the purpose of discussing the appointment of a trustee to fill the vacant position (5 ILCS 120/2(c)(3)).

At 7:30 p.m. the board re-entered open session.

On a motion made and seconded, the board unanimously approved appointing Cindy Keck to fill the vacant trustee position.

**VI. Strategic planning**

Gail Johnson of Face 2 Face Communications worked with board to finalize the strategic plan. On a motion made and seconded, the board unanimously approved the plan as changed at the meeting.

**VII. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. The North Suburban Library System is holding courses for a trustee training and certification program.
- B. An update of the latest legislative news affecting libraries.
- C. Several articles about libraries.
- D. The DuPage Library System has an opening on its board of directors.

**VIII. Citizens to Speak**

None.

**IX. Reports of the Standing Committees**

- A. Finance  
No report.
- B. Administration and personnel  
No report.

**X. Library Director's Report**

Mr. Suddarth discussed highlights of his report including the following:

- A. We will be renovating the staff break room in order to reclaim it as a staff break area. This project will allow us to free up room to allow more than one staff member eat lunch at a time and create an area for staff to meet with each other or with sales people that is not in the public area of the building. The estimated cost is \$1,500.00.
- B. The library has received its FY 2008 per capita grant application. He also reviewed some the expenditures for the 2007 grant.
- C. The library did not receive the Young Adult Library Services Association (YALSA) Excellence in Library Service to Young Adults award we had applied for.
- D. We are considering having a staff in-service in conjunction with the Warrenville and West Chicago public libraries. The proposed date is Friday, October 19 and would have programs covering staff issues, confidentiality, and stress management. An estimated cost for the day would be \$300-\$350 per library plus in-kind contributions such as photocopying.
- E. An update on the various programs happening in the library throughout the summer.
- F. Leslie Brittain is looking into the library joining AskAway Illinois, a virtual reference service.

**XI. Old Business**

- A. Strategic plan- see item VI above.
- B. Facility planning and formation of a facility plan committee.  
Matthew Suddarth has discussed the status of our planning with Fred Schlipf, building consultant. He also informed the board about some of the financing options available to the library and how they would affect the village. It was suggested that as we work on the project, we have one person speak for the board so as to ensure a consistent message. It was decided that Carol Tenyak-O'Connor

would contact the other trustees and then appoint a committee to work on developing a revised facility plan.

- C. Handicap parking/sealcoating – Matthew Suddarth reviewed the requirements for creating a handicap parking space outside the meeting room entrance and having the parking lot sealcoated. On a motion made and seconded, the trustee unanimously approved having the work done as recommended by Matthew Suddarth.
- D. Appointment of new trustee – see item V above.

## **XII. New Business**

### A. Library walk-through

Matthew Suddarth presented the board with their annual “walk-through” forms. These are due back at the August meeting.

### B. August and October board meeting dates

After a discussion and on a motion made and seconded, the board unanimously approved changing the August meeting to Monday, August 20 and the October meeting to Wednesday, October 17, 2007.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 10:45 p.m. The next meeting of the board is scheduled for Monday, August 20, 2007 at 7:30 p.m.

Respectfully submitted,  
Laura Slivinski  
Secretary