

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

July 13, 2011

7:00 p.m.

I. OPENING

Meeting was called to order by President Tenyak-O'Connor at 7:07 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Shanahan, Keck, Brown, Lee

Absent: Vanco, Petitti

Also present: Matthew Suddarth, James Hughes, Megan Tran

IV. APPROVAL OF AGENDA

Lee moved approval of agenda as presented; Shanahan seconded. Ayes: all present

V. RECOGNITION OF COLLEGE OF DUPAGE STUDENT MEGAN TRAN

A certificate of recognition and a mug with the new library logo were presented to Megan Tran in appreciation for her design of the new logo and her suggested for using the logo on public relations materials.

VI. BUILDING WALKTHROUGH

Participated in by all

VII. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JUNE 8, 2011 MEETING

B. FINANCIAL REPORTS

Suddarth reported on minor adjustments to line items due to year end/year beginning accounting

C. APPROVAL OF BILLS

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

VIII. COMMUNICATION AND CORRESPONDENCE

A thank-you note was received from the Winfield Historical Society for the library's membership.

A letter from Mueller & Co., LLP preparatory to the annual audit was received.

Letters from the State of Illinois concerning next year's per capita grant were received.

An article about the negative environmental impact of e-books was presented.

A notice that the library did not receive a Business and Libraries: Working Together grant was received.

A notice of Dominican University's Library Trustee orientation July 23 was received.

A list of RAILS Board of Directors as passed out.

An application for a parade entry in the Good Old Days parade was passed out.

IX. CITIZENS TO SPEAK

None

X. REPORTS OF STANDING COMMITTEES

A. FINANCE

Suddarth will present the Building and Maintenance levy at the Village Board meeting July 21.

B. ADMINISTRATION & PERSONNEL

Director's review to be finished by next meeting

C. SYSTEM REPRESENTATIVE

The first RAILS meeting was held July 1, with a combination of face-to-face and electronic attendance. The next meeting is July 21 in Burr Ridge.

D. BUILDING & PROPERTY

i. EAST WALL PROJECT

Paint still peeling on stairs, and downstairs door still sticks when sun is shining on it. R Carlson and Sons continuing to follow-up.

ii. BUILDING PROJECT

A letter from Newman Architecture concerning their design fees for the proposed building project was presented. A memo from Elhers and Associates concerning financing options was presented. Board requested representatives from both firms be in attendance at August board meeting. Brown asked Suddarth to check on whether or not there is a pre-payment penalty. Matt Hichens and Suddarth will replot the upstairs lay-out in light of adding an elevator, and make proposal for staging during construction.

XI. LIBRARY DIRECTOR'S REPORT

See attached in board packet.

XII. OLD BUSINESS

A. LONG RANGE PLAN

A committee of staff persons to research a new catalog system has been formed, and are viewing some options on-line.

B. DISTRICT CONVERSION DISCUSSION

None

C. TABLE IN SMALL MEETING ROOM

Waiting reply from Wheaton Historical Society

D. PARADE

Lee and Shanahan will meet to make plans for a parade entry. Keck will check on a truck and flat-bed trailer.

XIII. NEW BUSINESS

A. POLICY

i. BLOODBORNE PATHOGENS

No changes

ii. INTERLIBRARY LOAN

Brown moved acceptance of the policy with the proposed changes as presented; Lee seconded. Ayes: all present.

B. SERVING OUR PUBLIC – FACILITIES

Reviewed by all

XIV. OTHER BUSINESS

Thanks were expressed to Pat and Rick Loechl for the donation of swamp iris plants at the north end of the parking lot.

Keck will be absent from the August Board meeting.

XV. ADJOURNMENT

Meeting was adjourned at 8:35 PM