

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

June 8, 2011

7:30 p.m.

I. OPENING

The meeting was called to order by President Tenyak-O'Connor at 7:34 PM
In the absence of the Secretary, Ida Lee was appointed Secretary pro tem.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL: Present: Tenyak-O'Connor, Brown, Lee, Shanahan

Absent: Keck, Pettiti

Also Present: Matthew Suddarth, Mary Vanco

IV. APPROVAL OF AGENDA

Brown moved approval of agenda as presented; Shanahan seconded.

Suddarth suggested moving item 11 D to after item 4. Item 5 was dropped. Brown amended the motion, and Shanahan agreed.

Ayes: all present

XI, d. DISCUSSION OF THE APPOINTMENT OF A NEW TRUSTEE

We agreed to appoint Mary Vanco to the vacant trustee position.

President Tenyak-O'Connor swore in newly appointed Trustee Vanco.

VI. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE MAY 11, 2011 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VII. COMMUNICATION AND CORRESPONDENCE

Suddarth presented a letter from the Illinois Funds announcing that the Illinois State Treasurer Dan Rutherford has lowered the State Treasurer's administrative fee assessed to the funds invested in The Illinois Funds.

An article about school librarians in Los Angeles was presented.

A thank you note was received from the speaker who presented the program on Civil War Generals

VIII. CITIZENS TO SPEAK

None

IX. REPORTS OF STANDING COMMITTEES

A. FINANCE

Suddarth presented a letter from Gary King DuPage County Clerk which includes a copy of the final calculations of the 2010 tax rates and extensions for the Winfield Public Library.

B. ADMINISTRATION & PERSONNEL

No report.

C. SYSTEM REPRESENTATIVE

Voting is open until June 8 for the election of the 15 members of the RAILS Board. Suddarth will cast the vote for the Winfield Public Library.

D. BUILDING & PROPERTY

i. EAST WALL PROJECT

The stairs were painted again, but the results are not satisfactory.

ii. BUILDING PROJECT

Suddarth presented a memo and spreadsheet from Steve Larson of Ehlers Inc. regarding financing options for the building project. The Board discussed issuing Debt Certificates for 10, 15 or 20 years.

X. LIBRARY DIRECTOR'S REPORT

The logic board on the air conditioning unit for the south end of the building was replaced. The unit worked for a few days and then stopped working. An additional service call was needed to fix the unit. Scheduled summer maintenance will be done soon. Concrete repairs to the steps and sidewalks have been completed.

The budget passed by the Illinois General Assembly did not impose further cuts in library programs. House Bill 177 allows disposal of paper registration records once the information is digitally entered and verified. House Bill 179 allows public libraries to file IPLAR reports 60 days after the end of the fiscal year, rather than 30 days.

Suddarth reported on several meetings attended including the Winfield TIF Joint Review Board. Because a quorum of the 13 taxing bodies was not present, the meeting might need to be held again at a future date when a quorum can be present.

XI. OLD BUSINESS

A. LONG RANGE PLAN

Additional information has been received for the new logo. The Board asked Shanahan to invite the designer to the July Board meeting to receive thanks. Shanahan will make a certificate which will be presented to the designer.

B. DISTRICT CONVERSION DISCUSSION

The discussion was postponed until July.

C. TABLE IN SMALL MEETING ROOM

Suddarth contacted a staff member at the DuPage Historical Museum in Wheaton. The table may be donated to this agency.

XII. NEW BUSINESS

A. FIOA OFFICER

Brown moved that Suddarth be appointed as FOIA officer with Katie Clark and Leslie Brittain as backups. Vanco seconded the motion. Ayes, all present.

Clark has completed the online training and Suddarth will complete the online training.

B. POLICY

i. COLLECTION DEVELOPMENT

Brown moved that in Section I the words "DuPage Library System" be replaced with "Reaching Across Illinois Library System (RAILS)". Shanahan seconded the motion. Ayes; all present.

ii. CIRCULATION

No changes.

iii. CONFIDENTIALITY

No changes.

C. SERVING OUR PUBLIC – SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES

Reviewed by all

XIII. OTHER BUSINESS

Suddarth reminded us of the Adult Summer Reading Program, the Ice Cream Social on June 15 and the adult program on Thursday, June 16.

Vanco suggested a thank you note be sent to the Winfield Library Friends for their contributions to the library. She asked to remain on the Committee on Building and Property and the Long Range Plan Committee.

Keck, Lee and Shanahan were appointed to the Parade Float Committee.

XIV. ADJOURNMENT

Brown moved adjournment and Vanco seconded at 9:25 PM

Respectfully Submitted

Ida L. Lee, Secretary, pro tem