

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 9, 2011

I. Opening

The meeting was called to order by president Tenyak-O'Connor at 7:32 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Absent: Vanco

Also present: Matthew Suddarth

IV. Approval of Agenda

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

V. Consent Agenda

A. Approval of minutes of the February 9, 2011 meeting

B. Financial report

C. Approval of bills

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

VI. Communication & Correspondence

A notice has gone out from the County Clerk to all Board members to file a Statement of Economic Interest.

A thank-you note was received from Norma Rude for the plant/flowers the Board gave her upon her retirement.

Articles were passed out concerning the merger of Illinois library systems, and the rising use of e-books.

An article about the recent retirement of Norma Rude was presented.

A flier about the upcoming LACONI Trustee Banquet April 15 at Cantigny was shared.

A flier concerning the merger of ALS, DLS, MLS, NSLS, and PALS was handed out, as well as a flier from ILA concerning current state legislation pertinent to libraries.

VII. Citizens to Speak

None.

VIII. Reports of Standing Committees

A. Finance – A draft working budget will be presented in April, to be voted on in May.

B. Administration & Personnel – Closed session to discuss Library Director's annual review (5ILCS 120/2(c)1)

Lee moved the Board go into closed session for the purpose of discussing the director's annual review and salary. Petitti seconded. Roll call: Petitti: aye. Brown:

aye. Keck: aye. Lee: aye. Shanahan: aye. Tenyak-O'Connor: aye. Board moved to closed session at 8:07 PM, and returned to open session at 8:22 PM.

Brown moved approval of the salary increases agreed upon in closed session; Petitti seconded. Ayes: all present

C. System Representative

Lee reported the merging board is setting up a nominating committee to find people who will serve on the permanent board, scheduled to begin work July 1, 2011.

D. Building & Property

- i. East Wall Project – We are waiting for warmer weather so R. Carlson & Sons can finish repairs to concrete and paint.
- ii. Building Plan – Architects will be at the April board meeting to present the drawings of the upper level, along with cost estimates.
- iii. Upper level furnaces – Insurance Company will pay approximately \$6000.00 of cost of replacing the unit damaged by fire.

IX. Library Director's Report

The leaking drain pipe from the upper level washrooms has been fixed.

Numerous bills in the House and Senate and at the Federal level were detailed. More information is available in the attached director's report.

Suddarth reported on staff changes. Norma Rude will continue to fill in as needed.

Suddarth is looking at long-range staffing plans, based on proposed changes to the building use.

The grant application for money for recycling bins at the bottom of the stairs has been turned in to the CDH Community Chest program. Suddarth and Lee will present before the committee March 19.

Suddarth reported on numerous meetings attended.

The Winfield Library Friends will be supporting Summer Reading Program, and will purchase a Flip video camera for the library. The Friends bought tables for the meeting room, but the ones delivered were not as ordered. They will be able to use the tables for the upcoming book sale, but the sales rep will take them back and get the right ones after the sale.

The library will no longer be supplying paper towels in the restrooms after April 4.

X. Old Business

A. DISTRICT CONVERSION DISCUSSION

A letter was received from the village finance director, stating the finance committee discussed the increases for them in their IMRF payments at a recent committee meeting, and they chose not to take any action at this time.

B. LONG RANGE PLAN

Shanahan reported he, Suddarth, and Katie Clark are scheduled to meet the COD class to discuss our marketing goals and ideas, in preparation for the class project. Suddarth is moving with implementation of a staffing plan, server upgrade, PC upgrades, data base training for staff, and exploring a new catalog system.

C. IDENTITY PROTECTION ACT

Keck moved acceptance of the Identity Protection Policy as presented; Brown seconded. Ayes: all present

XI. New Business

A. POLICIES

- i. PERSONNEL: no changes
- ii. FAMILY LEAVE: no changes
- iii. HARASSMENT: no changes
- iv. DRUG AND ALCOHOL FREE LIBRARY: Board asked Suddarth to research policies of other libraries, and look at this policy again at the next meeting.

B. SERVING OUR PUBLIC – PROGRAMMING: reviewed

XII. Other Business

Keck reported a patron had asked the library to look into marking Bethany Books novels in some way, to make them distinctive.

Sitarz Landscaping has submitted a bid for summer work, at the same amount as last year. Suddarth will follow up with them to get details on how they plan to use environmentally friendly products for weed control.

The large wooden meeting table in the small meeting room has collapsed. Board asked Suddarth to make arrangements to remove it.

Petitti would like to meet directly with CDH about them contributing to the library building project, after specific cost numbers are ready.

XIII. Adjournment

Brown moved adjournment, Petitti seconded. The meeting was adjourned at 9:22 p.m.

Respectfully submitted,

Cindy L. Keck