

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

0S291 Winfield Rd.

Winfield, IL 60190

March 14, 2012

7:30 p.m.

**I. OPENING**

The meeting was called to order at 7:31 by President Tenyak-O'Connor

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

Absent: Vanco, Petitti

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 8, 2012 MEETING**

Lee corrected the minutes by adding that RAILS has sold the building in Rockford and "will rent more suitable space in Rockford". Tenyak-O'Connor changed the wording about responding to the anonymous complainant to say "no response is possible."

**B. FINANCIAL REPORTS**

A bill that has been misapplied to the YA line item is being straightened out with the accountants. The YA line item is currently under spent and in line with budget projections.

**C. APPROVAL OF BILLS**

Keck moved approval of the consent agenda as amended; Brown seconded. Ayes: all present

**VI. COMMUNICATION AND CORRESPONDENCE**

A letter was received from the Office of the Secretary of State announcing the awarding of the per capita grant for FY2012. A flier about legislation ILA and ALA are watching was shared.

An appeal for people to run for the RAILS board of directors was shared.

An invitation to the LACONi annual trustee dinner on April 20 was handed out.

An article about a consortium of California libraries who are buying e-books rather than leasing them was shared.

A notice was received from the Secretary of State regarding the upcoming State of Illinois budget. The line items for libraries will likely remain flat for the next year.

Board members were reminded to file their statement of economic interest forms with the county.

**VII. CITIZENS TO SPEAK: None**

**VIII. REPORTS OF STANDING COMMITTEES**

**A. FINANCE: No report**

**B. ADMINISTRATION & PERSONNEL – CLOSED SESSION TO DISCUSS STAFF SALARY INCREASES FOR FY 2012-13 (5 ILCS 120/2(c)(2))**

The Board chose to remain in open session for the discussion, since no one particular employee would be discussed.

Keck moved the line item for staff salaries in the next budget, minus the director's salary, be increased by 3%, with the director having the authority to allocate the amount among employees at his discretion. Lee seconded. Ayes: all present

**C. SYSTEM REPRESENTATIVE**

Lee reported the last meeting was cancelled due to the forecast of a winter storm. The next meeting is to be held in Moline. Electronic attendance is possible.

Suddarth plans to watch the RAILS video conference from last month soon, and will report to the Board if there are any concerns.

**D. BUILDING & PROPERTY – BUILDING PROJECT**

A sketch of three possible alternatives for handicapped accessible restrooms to be added to the building project were

discussed.

Keck moved to authorize the architects to complete drawings and estimate the price of Plan B, two separate handicapped accessible restrooms on the ground floor opposite the elevator, with storage in the corresponding space on the upper floor. Brown seconded. Ayes: all present

**IX. LIBRARY DIRECTOR'S REPORT**

Suddarth reported that:

The grant application to the CDH Community Chest committee was presented.

A request has been sent to the Illinois Historic Preservation Agency for a sign-off letter, part of a requirement for the State of Illinois Public Library Construction Grant application.

Environmental Group Services Limited performed asbestos and lead testing as part of the grant application process and provided a report, also. No lead was found in the building, but there is asbestos in the mastic that glues the floor tiles down. Appropriate safety measures will be taken during construction.

Two magazine shelves have broken, and Suddarth is in the process of replacing them.

The structural engineer with Newman Architects says moving the support column in the meeting room will not be a problem. Suddarth reviewed legislative news. The one bill of concern is now in committee, and may remain there.

Illinois Library Day in Springfield is April 17 and 18. National Library Legislative Day in Washington, DC, is April 23 and 24.

Page Jamika Cozzens has resigned, and Suddarth is interviewing candidates for the position.

Staff has narrowed the new cataloging system to two choices. Auto Graphics will be giving a demo on April 27.

Suddarth reported on various meetings.

Circulation stats are up 4% over last year.

**X. OLD BUSINESS**

**A. LONG RANGE PLAN UPDATE**

The cataloging system update is moving ahead. Shanahan and Suddarth will meet to move ahead on stationery and printing of the new logo plans.

**XI. NEW BUSINESS**

**A. LANDSCAPING CONTRACT**

Lee moved acceptance of the bid proposal from Sitarz Landscape & Maintenance, Inc, for \$3120.00 for the 2012 season. Shanahan seconded. Ayes: all present

**B. POLICIES**

i. PERSONNEL

ii. FAMILY LEAVE

iii. HARASSMENT

iv. DRUG AND ALCOHOL FREE LIBRARY

v. IDENTITY PROTECTION

All policies were reviewed with no changes

**C. SERVING OUR PUBLIC: PROGRAMMING**

Reviewed by all

**XII. OTHER BUSINESS**

Suddarth invited comments or questions about the budget, as the working budget will be prepared the week of April 2-5.

Staff has agreed to always turn on the equipment for the automatic door opener on the lower level when meetings are being held in the meeting room.

**XIII. ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Cindy L. Keck