

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

May 21, 2008

I. **Call to Order**

The meeting of the Winfield Public Library board of Trustees was called to order at 7:31 PM.

II. Pledge of allegiance

III. Roll Call

Present:

Carol Tenyak-O'Connor

Cindy Keck

Karen Hannah

Linda McNamara

Laura Slivinski

Michael Belica

Absent:

Bob Brown

Matthew Suddarth

Also Present: Ida Lee

IV. Approval of Agenda: Hannah moved, McNamara seconded. Ayes, all present.

V. Consent Agenda: Hannah moved approval, Slivinski seconded. Belica and Slivinski abstained from voting on the minutes. Ayes: all present.

VI. Communication and Correspondence

Suddarth passed out a name and address list of all current Board members, and a Winfield Public Library Monthly Schedule for FY 08-09.

Senate Bill 4527 has passed the Senate and will go to the governor. It is in regards to equalization in school library grants.

Mark Kirk has introduced a new bill regarding sex predators on-line. It would stop children from accessing the internet in public places without adult supervision.

Suddarth will forward an article called Killed By Kindness regarding how the public views current library services.

The library received an engagement letter from the audit company.

The library received an advisement letter from the state treasurer regarding falling interest rates and yields, concerning Illinois Fund monies.

North Suburban Library Systems is offering programs for trustees.

The Fund For Illinois Libraries, a pass-through for people who want to donate to a 501C3, but have their money go to a local library, is asking all participating libraries to sign a new contract. They are asking for a fee from any library who uses the service more than five times a year.

An advisory letter was received from Roger Ritzman regarding a pending case involving pre-employment drug screening, and regarding a 9/07 case involving retaliatory firing.

DLS held the first ever YA interest group here. Nine libraries and two DLS staff were in attendance.

VII. Citizens To Speak:

Ida Lee reported from the Friends of the Library that new officers were elected:

President: Marisa Choate

Vice President: Marlys Powers

Secretary: Ida Lee

Treasurer: Trudy Givens

Meetings are moving to Saturdays for now. There are more than 150 members of Friends, but four regular attendees at the meetings.

VIII. Reports of Standing Committees

A. Finance: Suddarth presented a working budget for FY 08-09. Hannah moved approval, McNamara seconded. Ayes: all present

B. Administration and Personnel: No report

IX. Library Director's Report

- Suddarth presented the library's request for funds to the CDH committee May 12, 2008, with Matt Hitchens. The presentation was well received, however over \$1 million of requests have been received for \$300K in grants.
- The parking lot lights are fixed. Discussion followed about who should pay the electrician. Slivinski asked whether or not we could claim it on our insurance. Board the drilling company should claim

it under their insurance. Tenyak-O'Connor will contact Matt Hitchens to discuss how to proceed.

- Suddarth forwarded the conceptual plan for the addition to Fred Schlipf for his opinion, and received back a list of comments.
- Adult programs are done for the spring. There will be a series of programs on Lincoln in the fall.
- The Panasonic copier has been chosen and ordered.
- Most of the staff attended DLS day. Suddarth's presentation on legislative advocacy was well attended.
- The Winfield Criterium is scheduled for May 31-June 1, and needs more volunteers.
- Suddarth attended the April 23 meeting of the DLS Friends Roundtable. The next Friends Roundtable meeting is scheduled for here in October
- Suddarth attended a showcase of adult program choices, the Winfield Chamber of Commerce board meeting, the DLS legislative advocacy committee, and the Winfield Chamber of Commerce networking lunch
- Leslie Brittain presented at the Reaching Forward conference.
- Children's program attendance is growing.
- YA circulation is growing

## X. Old Business

### A. Update on Building Project

Discussion on ways to rearrange the interior space so maximize office space and storage, and different ways to bid the sections of the project. The entry alone is expected to bid out at \$850-\$900K, with the interior work at \$700K, for a total of \$1.4M. The cost of the addition to the north side varies, depending on whether or not the support pole is moved. Tenyak-O'Connor asked for a bid on building only the shell of the north side addition, with interior work to be finished at a later date. Discussion about the possibility of removing some bathrooms.

Hannah moved the acceptance of the conceptual plan in principal, as presented, with Suddarth retaining the power to rearrange interior space. McNamara seconded. Ayes: all present

Belica asked if the library would need to be shut down during construction, and asked about the hidden cost of that. Hannah said the architect had addressed that issue, and is considering some off site storage, limited access to some volumes, or other plans. McNamara asked Suddarth to find out what the most expensive storage options are, so the board won't be surprised. Slivinski asked about a reciprocal storage agreement with another library, or with the public

school. Belica expressed concern that the public would react badly to the library spending this amount of money in a tight economy. If hurting people see the Board spending large amounts of money, it could lead to bad press. McNamara stated she thinks the public perceives the Board is responsible with money. Discussion followed about the Maintenance tax levy, and whether it is a raise in taxes.

- B. Board Value Statement  
No report

## XI. New Business

- A. Mission Statement

The current Mission Statement was reviewed

- B. Long Range Plan

In regards to the first goal, objective A, Suddarth reported an Elmhurst College student has proposed doing a project that would map the areas of Winfield according to the rate they use the library services. It could tell the Board which areas of the Village need to be served better. Board did not have any objections.

Suddarth reported progress on II. Goal, with WiFi now in service, a fax machine now in service, and Next Read program working.

Suddarth reported staff is becoming more proficient with technology, and is becoming more committed to professional training.

- C. Minutes of Closed Sessions

Slivinski moved to keep the minutes closed for six months. McNamara seconded. Ayes: all present

- D. Building and Maintenance Levy

Hannah moved and McNamara seconded to approve the levy as presented. Ayes: McNamara, Slivinski, Hannah, Tenyak-O'Connor, Belica, Keck

- E. Illinois Public Library Annual Report

Hannah moved it be forwarded to the State Library as presented, with thanks to Suddarth for his work in preparing it. Slivinski seconded. Ayes: all present

- F. Non-Resident Card Resolution

Belica moved, Hannah seconded the resolution be accepted as presented. Ayes: all present

- G. Serving Our Public

The Board reviewed Collection Management

XII. Other Business:

Suddarth has been accepted to the Small Library Institute, Advanced Session, June 1-7. He will be out of town during the Ice Cream Social, and encouraged Board members to volunteer in his absence.

Hannah will be out of town for the June meeting.

McNamara presented her resignation, due to her family's upcoming relocation to Ohio. Tenyak-O'Connor accepted the resignation with regret, and with thanks for McNamara's service. Discussion about how to handle finding a replacement will be on June's agenda.

XIII. Adjournment: Belica moved, McNamara seconded adjournment at 9:23 PM.

The next meeting is scheduled for June 11, 2008 at 7:30 PM

Respectfully Submitted,

Cindy L. Keck