

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

May 13, 2009

7:30 p.m.

**I. Opening**

The meeting was called to order by president Tenyak-O'Connor at 7:40 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

Present:

Carol Tenyak-O'Connor

Bob Brown

Denise Carlson

Ida Lee

Cindy Keck

Absent:

Laura Slivinski

Also Present:

Matthew Suddarth

Jason Krumm

**IV. Approval of Agenda**

Lee moved approval of agenda; Brown seconded. Ayes: all present

**V. Consent Agenda**

Brown moved approval of consent agenda with editorial changes to minutes of last meeting; Lee seconded. Ayes: all present

Board agreed to move the presentation from Newman Architecture to this point in the agenda. Jason Krumm of Newman Architecture presented a report on the current facility, including items of life safety, aesthetics, building maintenance and function. Highlights include: immediate concerns about falling concrete along the back entry stairs, and concerns about exit lighting and swelling of exterior doors. Moderate concerns about the movement of stone in landscaping walls along the exterior of the building. Longer range concerns about evidence of previous leaks, need for addition electrical outlets, upgrading of lighting. After Board discussion it was agreed that Suddarth will divide the list of findings into safety/liability issues and aesthetics, and will list them according to his priorities, and the Board will discuss them at the June meeting. Krumm will arrange to get a structural engineering analysis of the back stair.

**VI. Communication and Correspondence**

Suddarth presented a memo from DLS concerning restricting the use of a parent/guardian's card when his/her child's card is delinquent. Board will discuss adding this wording to the Circulation Policy at the June meeting.

A memo was received about the DLS Roundtable for Trustees on June 1.

A letter was received from Attorney Stull advising that *The Winfield Register* now qualifies as a locally circulating newspaper for public notice publications.

A letter from Attorney Ritzman concerning whether or not municipalities are able to collect impact fees on new construction was received. A court case is still open, with no ruling yet.

A memo from Attorney Ritzman concerning anti-nepotism policies was received. Board will review Personnel Policy in June in regards to this ruling.

Suddarth included copies of his letters to Congressional Representatives with whom he had met in Springfield.

Copies of several articles about e-books and Kindle were shared.

Letters were received from Lynda Given of Chapman and Cutler and from Tammy Pressley of CDH in response to the referendum vote.

An abstract of the voting totals by precinct was presented.

## **VII. Citizens to Speak**

None

## **VIII. Reports of the Standing Committees**

### **A. Finance**

#### **1. Working budget**

Brown moved and Lee seconded acceptance of the presented working budget for FY 2009-2010.

Ayes: All present

#### **2. Building & maintenance levy**

Brown moved and Lee seconded acceptance of the Building and Maintenance Levy Resolution.

Ayes: all present

### **B. Administration and personNEL**

Tenyak-O'Connor will arrange a meeting with Suddarth to discuss performance review.

## **IX. Library Director's Report**

Highlights of the attached report include:

An update on the status of important legislation relating to libraries. All of this year's bills ILA opposed this year are dead. Several they are backing are still moving through the legislature.

Senator Hultgren reports being open to including Winfield Library in his member initiative money, if they are allowed to have initiative money this year.

The third historic program was held with an attendance of 36, and the next adult program will be May 28.

The plans for the Community Reads program with West Chicago and Warrenville for the fall are progressing.

A settlement check from the insurance company has been received, and the couch from the lower level will be sent out for upholstery repair.

The staff in-service day went well, and staff evaluations are done.

Suddarth attended many meetings, including Winfield Chamber of Commerce Board of Directors and Good Old Days committee, DLS Friends Roundtable, LACONI Administrator's section where he agreed to be secretary for the upcoming year, Winfield Historical Society, Illinois Library Day in Springfield, DLS Legislative Advocacy Committee, Winfield Village Board, ILA Public Policy Committee, and Winfield Library Friends.

Suddarth attended a meeting regarding the Illinois Funds. They are merging the money market and Prime funds, with the goal of getting a higher interest rate on the full amount.

## **X. Old Business**

### **A. Facility plan committee – report & presentation from newmanArchitecture**

Suddarth has a plan for using the space in the store room differently to create more staff work space. Will present at a later meeting.

B. Election of officers

After nominations, discussion and voting, the officers for the upcoming year are:

President: Carol Tenyak-O'Connor

Treasurer: Bob Brown

Secretary: Cindy Keck

C. Consideration of committees

After discussion and agreement, the committee members for the upcoming year are:

Finance: Bob Brown

Administration and Personnel: Carol Tenyak-O'Connor, Denise Carlson

Ethics Officer: Denise Carlson

Library System Representative: Ida Lee, who will run for DLS board

**XI. New Business**

A. Appointment of new trustee

Tenyak-O'Connor reported the person she was ready to recommend had to withdraw the application. There are four people who have expressed interest in the open seat, with one having turned in an application. Tenyak-O'Connor will request applications from the others, and will review them with Carlson.

B. Review minutes of closed sessions

Keck moved the minutes of closed sessions remain closed. Lee seconded. Ayes: all present.

C. Accounting contract

Brown moved acceptance of the accounting contract proposal from Lauterbach & Amen, LLP.

Carlson seconded. Ayes: all present

D. Illinois public library annual report

Suddarth reviewed the annual report he prepared. Brown moved acceptance of the report; Lee seconded. Ayes: all present.

E. Review long range plan and mission statement

Postponed until June meeting

F. *Serving our Public* – Collection Management and Resource Sharing

Reviewed and discussed

G. Trustee Training Video – Introduction and “Membership: Taking it to the Streets”

Postponed until June meeting

**XII. Other Business**

Suddarth reported the Crafters Circle and the Friends of the Library would like to have a craft show in the meeting room in the fall as a fund raiser for the Friends. After discussion, Board agreed it would fit in under the current meeting room policy, and gave approval.

Carlson said a local Mom's group would like to partner with the library in sponsoring a program by The Coupon Lady. She will find out more information and discuss it at the June meeting.

The Board is asked to come at 7:00 on June 10 for a group walk-through, with the Board meeting to follow immediately.

**XIII. Adjournment**

9:57 PM