

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

November 9, 2011

7:30 p.m.

I. OPENING

The meeting was called to order by President Tenyak-O'Connor at 7:30 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Absent: Brown, Petitti

Also Present: Matthew Suddarth

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE OCTOBER 12, 2011 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of consent agenda as present; Lee seconded. Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

A list of newly elected member advisory members of RAILS was given out.

An article from the Winfield Stuff about the library winning first place in the Good Old Days parade, and an article from the Stuff about Robert Petitti making wine, were handed out.

A thank-you letter to Rebecca Johnson for a \$1700.00 donation from her family foundation to the Summer Reading Program was sent.

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE: The Village is working on the next tax levy. They will ask the library to be present at one of the December board meetings to present the library levy.

B. ADMINISTRATION & PERSONNEL: No report

C. SYSTEM REPRESENTATIVE

Lee reports that the new entity RAILS, is making slow progress.

Lee went to the ILA conference, and heard that all Library Trustees are to complete on-line Open Meetings training by Jan. 1, 2012. Suddarth will check into the issue.

D. BUILDING & PROPERTY

i. EAST WALL PROJECT

Suddarth has cut a check for \$1,000 toward paying off the project. Builder and architect are continuing to pursue bumpers guards for the dumpster, and will check on paint on the stairs in the spring.

Steve Larson of Ehlers and Associates, and Suddarth, will attend the Village finance committee meeting Dec. 10, to let them know of building and borrowing plans.

ii. BUILDING PROJECT

Suddarth attended a workshop on available building grants available from the State of Illinois, and gave a review of several options. He will continue to work with the architect and with Steve Larson on pursuing grants.

IX. LIBRARY DIRECTOR'S REPORT

Blower unit for the furnace has been installed. Batteries in emergency exit lights will be replaced. HB 3793 did not pass.

The staff has seen demos of two cataloging systems, and will see two more.

The table in the small meeting room has been removed for storage and repair.

Suddarth reported on several meetings he attended, including a detailed report on the ILA conference. See attached directors report for details.

X. OLD BUSINESS

A. INTERNET POLICY

After discussion, Lee moved approval of the Internet Policy as presented; Keck seconded. Ayes: all present

B. LONG RANGE PLAN

Suddarth and Shanahan met to track progress on the Long Range Plan. New job and career search engines have been acquired and are being used by patrons. Daily Herald archives back to 1995 are available. Stationary, business cards, Trustee nametags, website, and other items incorporating the new logo are being worked on. The content and use of the website will be evaluated by May 2012.

C. DISTRICT CONVERSION DISCUSSION

Tabled until next meeting.

XI. NEW BUSINESS

A. CLOSED SESSION TO REVIEW MINUTES OF CLOSED SESSIONS (ILCS 120/2 (c) 21)

At 8:19 PM Vanco moved the Board go to closed session for the purpose of reviewing minutes of closed sessions. Shanahan seconded. Roll Call: Tenyak-O'Connor, yes. Lee, yes. Keck, yes. Vanco, yes. Shanahan, yes

Board returned to open session at 8:24 PM. Keck moved that all minutes of closed sessions that are currently closed, remain closed. Shanahan seconded. Ayes: all present

B. SCHEDULE OF BOARD MEETING DATES FOR 2012

Keck moved approval of Board Meeting Dates for 2012 as presented, with editorial changes to reflect the year as 2012. Vanco seconded. Ayes: all present.

C. SCHEDULE OF LIBRARY CLOSINGS FOR 2012

Lee moved approval of library closing dates for 2012 as presented. Shanahan seconded. Ayes: all present.

D. POLICIES

i. AUTHORITY TO SPEND

Suddarth presented a proposed policy. Board approved, and Suddarth will ask the attorney to look it over. He will ask for advice on wording about the \$5,000.00 limit "per item," or "per incident."

ii. VOLUNTEER

The volunteer policy was reviewed and accepted with no changes.

iii. FRIENDS

The Library Friends policy was reviewed and accepted with no changes.

E. SERVING OUR PUBLIC: ACCESS

Reviewed by all

XII. OTHER BUSINESS

The Village is renegotiating the contract with Comcast.

The ILA Trustee Forum is Feb. 2, 2012, in Oak Brook.

XIII. ADJOURNMENT: Meeting was adjourned at 8:45 PM.