

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 17, 2007

I. Call to Order

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:35 p.m. by Carol Tenyak-O'Connor, board president. Cindy Keck was designated secretary pro tem.

II. Roll Call

Present:

Carol Tenyak-O'Connor
Linda McNamara
Cindy Keck
Karen Hannah

Absent:

Michael Belica
Robert Brown
Laura Slivinski

Matthew Suddarth, Library Director

Also present: Ida Lee

III. Approval of Agenda

Matthew Suddarth and Carol Tenyak-O'Connor both requested to add items under new business. The approval of the September minutes was removed and will be done at the November meeting. Upon a motion made and seconded, the revised agenda was approved.

IV. Consent Agenda

On a motion made and seconded, the board unanimously approved the consent agenda.

V. Communication and Correspondence

Matthew Suddarth reported the following:

- A. There is flier available outlining upcoming trustee training and certification classes
- B. Sugar Grove is building a new library
- C. A thank-you was received from DLS for our contribution to their scholarship dinner
- D. There was an article in the Daily Herald about the Internet and libraries
- E. An architect's newsletter contains an article about how to build a library for \$100/sf – in downstate areas
- F. Bob Doyle of ILA sent several messages
- G. Roger Ritzman sent a memo about a church using a library for services. His recommendation is either let no groups use the building, or to let all groups use the building. He also included a report of a ruling involving seasonal workers and Workman's Compensation insurance.

VI. Citizens to Speak

None.

VII. Reports of the Standing Committees

A. Finance

Matthew Suddarth reported the Village will ask the County to separate the library's tax rate from the Village's. The people at the county could not say exactly how this would affect either body, other than if both bodies increase their levies by the same percentage; the library should get the regular dollar amount increase based on the Consumer Price Index which is 2.5% for 2007, plus new growth. He is recommending that we levy our full amount which is \$934,710.00. On a motion made and seconded, the board unanimously approved the tax levy in the amount of \$934,710.00.

B. Administration & Personnel

No report.

VIII. Library Director's Report

Matthew Suddarth reported the following:

- A. Karen Hannah received the Illinois Library Association Trustee Citation. She accepted her award at the ILA annual conference in Springfield.
- B. The library now has an outgoing fax service for patrons. The cost is \$1.00 for the first page, 50¢ for each following page, and the cover page is free. The staff runs the machine at the patron's request. There is no report on the volume of usage, as it just started this week.
- C. The handicap entrance button at the north entrance is repaired. Loren is checking to see if the buzzer is still working. The handicap parking space near the north entrance will be striped and signed when the parking lot is sealed and re-striped. The permit to do the project has been approved. The concrete contractor will also repair a large crack in the concrete near the front door. The project should be substantially completed the weekend of October 20.
- D. Matthew Suddarth attended a state budget hearing in Aurora. He has information from that meeting if anyone wants to look at it.
- E. More details are available in the director's report.
- F. Karen Hannah expressed her appreciation for the staff reports that are included in the trustee packets.

IX. Old Business

- A. Library walk through – this will be discussed at the September meeting.
- B. Facility plan committee – Carol Tenyak-O'Connor is working on this and it will be discussed at the September meeting.
- C. Board value statement – Robert Brown is working on this and it will be discussed at the September meeting.
- D. Mission statement – Carol Tenyak-O'Connor and Laura Slivinski will be working on this and it will be discussed at the September meeting.

X. New Business

- A. Meeting Room Policy

In light of the ruling memo from the Library's attorney, Matthew Suddarth asked the Board to consider what groups should be allowed to use the Library meeting room. He asked the "non-profit groups" be more defined. He suggested the policy be as inclusive as possible. Discussion followed about regularly scheduled groups with on-going meetings, and one-time meetings like birthday parties. Discussion also followed about meetings where the majority of members aren't residents of Winfield. Hannah suggested that if one of our goals (strategic plan) is to get more of the building in use more of the time, we need to consider how to include more groups. After much discussion, the board agreed to not make any changes to the policy at this time.

B. Investment policy

No changes made.

Linda McNamara asked about how often other libraries look at their policies.

Matthew Suddarth replied that policies required under state statute have specified time for review. Other policies are reviewed as the board decides.

C. Search Warrant Policy

Matthew Suddarth offered much information about changes in the library confidentiality act which would allow law enforcement officers to receive information about patron's circulation and registration records without needing a search warrant or other legal document. There was a discussion about information that could be gathered from just being in public, and information that is private. Matthew Suddarth suggested the Board keep the Search Warrant Policy as is until December when they should amend it to include the new requirements which go into affect January 1, 2008.

D. Carol Tenyak-O'Connor reported on a reception she attended on behalf of the library. It was connected with the Riverwalk proposal in Winfield. The Riverwalk committee is looking into getting a grant from the Leavitt Foundation to build a performing arts pavilion across Winfield Road from Central DuPage Hospital. There are many restrictions on the use of the pavilion. There is a brochure about the Foundation and the pavilion plan at the library.

E. Matthew Suddarth reported that he has been asked by the Winfield Chamber of Commerce to run for the position of president-elect of their board. Given the amount of responsibilities he has at the library, the board recommended he not run.

F. Serving our Public – Governance and Administration

Discussion followed the board's review about what steps to take if the board was not satisfied with its own assessment of the library. Matthew Suddarth reported there is a tool that will allow the board to assess the strengths and weaknesses of our operation. Karen Hannah noted the staff expresses frustration with the limitations of the current catalog product.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:26 p.m. The next meeting of the board is scheduled for Wednesday, November 14, 2007 at 7:30 p.m.

Respectfully submitted,
Cindy L. Keck, secretary pro tem