

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

October 12, 2011

7:30 p.m.

I. OPENING

The meeting was called to order by President Tenyak-O'Connor at 7:34 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Absent: Brown, Keck, Petitti

Also present: Winfield Village Trustee Jim Hughes, 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 the minutes of the September 14, 2011 meeting

B. Financial report

C. Approval of bills

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

VI. COMMUNICATION AND CORRESPONDENCE

A thank-you letter was sent to a library patron who donated \$10.00 in appreciation of efforts made by the library staff.

The following articles were presented:

- An article about trustee Keck.
- A copy from "Winfield Stuff!" announcing the library's winning an award in the Good Old Days parade.
- An article about banned books.

A copy of a resolution amending the intergovernmental agreement of the LIMRiCC consortium.

VII. CITIZENS TO SPEAK

None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

None.

B. ADMINISTRATION & PERSONNEL

None.

C. SYSTEM REPRESENTATIVE

Lee reported she will be attending the next Reaching Across Illinois Library System board meeting.

D. BUILDING & PROPERTY

i. EAST WALL PROJECT

Suddarth reported the paint on the stair was now holding up well with the exception of one small spot.

This will be fixed in the spring.

ii. BUILDING PROJECT

Suddarth reported that although work continues on the design phase of the project, Newman Architecture would like a signed contract. O'Connor and Suddarth will meet with the architects to work out an agreement. Suddarth presented a copy of the survey submitted to the Illinois State Library as part of the requirements of the capital projects legislation passed by the state legislature.

IX. LIBRARY DIRECTOR'S REPORT

Suddarth reported on various building issues that needed to be addressed.

There is a bill pending in the state legislature that could have an adverse affect on the library's finances.

The new computers reported on last month are working better after some "work-arounds" were installed.

The library experienced a power outage on October 4. On October 5, the phone system stopped working for a while.

The library received first prize in the Good Old Days parade.

The library has a new job search and resource database.

X. OLD BUSINESS

A. Bank Accounts

Suddarth presented proposals from Chase and Winfield Community banks. After a discussion, on a motion made by Lee and seconded by Shanahan, the board unanimously decided to leave the accounts at Chase Bank and change the terms of the checking account to reduce fees.

B. Long Range Plan

The committee will meet to discuss the status of the plan and further implementation of the marketing plan.

C. District Conversion Discussion

No discussion at this time.

XI. NEW BUSINESS

A. Snow Removal Contract

Lee moved and Vanco seconded approving the contract from Sitarz Landscape and Maintenance as presented.

Ayes: all present.

B. RAILS Election

Suddarth reported on the procedure for voting in the RAILS Advisory Committee election.

C. Per Capita Grant

Suddarth presented the per capita grant to the board for approval. After a discussion, the board approved the grant for submittal to the Illinois State Library.

D. Disaster Plan

Suddarth reviewed the plan with the board and reported that it had been updated.

E. Policies

i. Meeting Room

ii. Investment

iii. Search Warrant

The board reviewed the policies and made no changes.

F. Serving Our Public – The board reviewed the chapter on Governance & Administration.

XII. OTHER BUSINESS

Suddarth reported that the staff had recommended changes to the Internet policy. He was instructed to place this on the November agenda.

Suddarth asked for clarification from the board regarding purchasing amounts and procurement procedures. He was instructed to develop a policy and present it at the November meeting.

XIII. ADJOURNMENT

The meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Mary Vanco, Secretary pro tem