

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

September 9, 2009

**I. Call to Order**

The meeting of the Winfield Public Library board of trustees was called to order at 7:32 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

Present:	Absent:
Carol Tenyak-O'Connor	Laura Slivinski
Cindy Keck	Denise Carlson
Robert Brown	
Ida Lee	

Also Present:  
Matthew Suddarth

**IV. Approval of Agenda**

Lee moved, Brown seconded. Ayes: all present.

**V. Consent Agenda**

Keck moved approval, Lee seconded. Ayes: all present. Suddarth reported we have received the per capita grant money from the State of Illinois.

**VI. Communication and Correspondence**

Notice was received by e-mail of an election workshop at College of DuPage, September 17.

Suddarth shared a blog post from *Library Journal* encouraging library staff and board members to be assertive about not accepting budgetary cuts.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

a. Finance

The 2009 tax levy was presented by Suddarth. The numbers for the general fund have been lowered from the proposed levy presented at the August meeting. The total levy is up 13% from last year. Brown moved approval as presented. Lee seconded. Ayes: all present.

b. Administration and Personnel

Tenyak-O'Connor will interview the two people who have sent in resumes, and will present a report at the October meeting.

c. System Representative

Lee reported on the meeting of the DuPage Library System Operations Committee. The budget has been cut back. DLS will be using reserve funds to balance the budget to accommodate a 16% cut in funding from the Illinois State Library. Lee has been appointed to fill an unexpired term on the DLS board, and will be up for election in October.

**IX. Library Director's Report**

- Suddarth asked all trustees to read the newly adopted Freedom of Information Act. The director or the ethics officer needs to be trained in the new document. Training will be offered at the upcoming Illinois Library Association annual conference.
- Suddarth recommended that all e-mail correspondence between trustees be conducted on the library e-mail addresses, to facilitate reporting if anyone files a FOIA request.
- Suddarth announced the Good Old Days parade is September 13 and all trustees are invited to walk with the library entry.

**X. Old Business**

A. Facility Plan Committee

Suddarth presented detailed drawings as provided by Matt Hitchens of Newman Architects. Comments on the stair replacement plans: The proposed metal stairs have openings of 1 1/2" X 3/8", and are safe for all shoes. Since the interior of the current columns holding up the stairs is unknown, architect recommends taking down current columns and building new. Since some current railings are round and some are square, new plans uses a combination of styles. Newman Architects reports that the manufacturer does not recommend coating the stair treads. Plans are ready to go to bid.

Comments on exterior brick drawings: Brickwork must be done after stair demolition and before stair replacement. The plans are ready to go to bid.

Comments on exterior door drawings: The upstairs staff door will now open in, so as to not block the exit stair/landing. Lower level door on the south will have glass inserts. The plans are ready to go to bid.

Hitchens will provide bid packet documents. If the bids come in too high for the current budget, Board does not have to contract to do the work this year. Brown urged Suddarth to strive for a reputable builder.

Brown moved the plans for stair demolition and rebuilding, for brick repair, and for door replacement, be let out to bid. Lee seconded. Ayes: all present

B. Confidentiality Policy

Brown moved approval of the policy as presented. Lee seconded. Ayes: all present.

C. Personnel Policy

New language covering nepotism was discussed, focusing on the line of authority. According to the language recommended by the attorney, family members of the trustees could be hired, but not as the director. It is illegal to ban hiring of relatives, but the library can choose not to. Lee moved acceptance of the policy as presented. Keck seconded. Ayes: all present.

D. Internet Policy

Suddarth surveyed other libraries about the internet time limits at a patron's request. Survey reviewed. No recommended changes.

E. Reference Policy

Lee moved acceptance of this policy as presented. Brown seconded. Ayes: all present.

F. Marketing Plan Committee

Keck suggested doing preliminary work for the referendum promotion in committee. Suddarth cautioned about the board's position in promoting support for a referendum as different than the board's educating a bout a referendum. Discussion followed about conducting focus groups among the community to better understand what the public wants. Keck moved to authorize Suddarth to engage a professional to conduct focus groups at a cost of up to \$3,000.00. Lee seconded. Ayes: all present.

**XI. New Business**

A. Annual Report of Receipts and Disbursements

Accepted. Suddarth will see that it is published and filed with the county.

B. Per Capita Grant

The Facility Plan was presented by Suddarth. Lee moved acceptance. Brown seconded. Ayes: all present.

C. Staff E-Mail/Electronic Use Policy

No changes.

D. Trustee Training Video – “Board/Director Relationship: Everybody Wants to Rule the World”

Reviewed.

**XII. Other Business**

None.

**XIII. Adjournment**

Brown moved and Lee seconded adjournment at 9:10 p.m.

Respectfully submitted,  
Cindy L. Keck, secretary