

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 16, 2008**

**I. Call to Order**

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:30 p.m. by Carol Tenyak-O'Connor, board president.

**II. Roll Call**

Present:	Absent:
Carol Tenyak-O'Connor	Michael Belica
Cindy Keck	Laura Slivinski
Robert Brown	
Karen Hannah	
Linda McNamara	

Matthew Suddarth, Library Director

Also present: Ida Lee, Winfield Library Friends; Chuck Martschinke and Cydney Paulsen, Winfield Riverwalk Committee; Matt Hichens and Dawn Ruth, Newman Architecture

**III. Approval of Agenda**

On a motion made and seconded, the board unanimously approved the agenda with changes to allow for a presentation by the Winfield Riverwalk committee to be first, followed by a presentation by Newman Architecture of the conceptual design for the building.

**IV. Presentation from the Winfield Riverwalk Committee**

The representatives from the committee presented the plans for the project.

**V. Presentation of conceptual plans for the library accessibility project.**

Matt Hichens and Dawn Ruth presented the plans for the project to the board. The board will review them further and discuss at the May meeting.

**VI. Consent Agenda**

After removing the minutes of the March 12, 2008 meeting, the board unanimously approved the consent agenda on a motion made and seconded.

**VII. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. The Library has received notice that we will getting the FY 2008 per capita grant.
- B. Letters were sent to our legislators thanking them for seeing representatives from the library at Illinois Library Day.
- C. The LACONI trustee dinner will be held Friday, May 16, 2008

- D. The DLS awards presentation will be held Tuesday, June 3, 2008
- E. There were several articles in the TribLocal about library programs.
- F. Library appreciation night at U.S. Cellular Field will be Thursday, May 3, 2008.  
Tickets are available at discounted prices for library staff and trustees.

**VIII. Citizens to Speak**

None.

**IX. Reports of the Standing Committees**

- A. Finance  
The fiscal year 2008-09 working budget was presented. The board will review this for approval at the May meeting.
- B. Administration and Personnel  
No report.

**X. Library Director's report**

Matthew Suddarth reported the following:

- A. The conceptual design for the building is progressing. The parking lot lights are still out, but we are making progress. The carpet and tile were cleaned.
- B. Attended Illinois Library day with Ida Lee and Marisa Choate
- C. The spring programs are doing well.
- D. The wireless network has been installed.
- E. We continue to work on narrowing the choices for a new copier.
- F. Various meetings attended.

**XI. Old Business**

- A. Facility Plan Committee
  1. Update on project – Matthew Suddarth reviewed the status of the project to date. The library will be applying for a grant from the CDH Funds Committee to help pay for the elevator.
  2. Contract for architectural services from Newman Architecture – the board reviewed the contract and on a motion made and seconded, approved the contract subject to possible adjustments as recommended by Carol Tenyak-O'Connor.
  3. Conceptual design – this was presented earlier in the meeting.
- B. Board Value Statement  
The board decided to postpone discussion until the May meeting.

**XII. New Business**

- A. Presentation from the Winfield Riverwalk Committee – this was presented earlier in the meeting.
- B. Election of Officers  
After nominations from various trustees, on a motion made and seconded, the board unanimously approved the following officers:  
President – Carol Tenyak-O'Connor  
Treasurer – Robert Brown

Secretary – Cindy Keck

C. Consideration of Committees

After a discussion and on a motion made and seconded, the board unanimously approved adding the Committee on Building and Property to the standing committees for the year.

D. Committee Assignments

After a discussion, the board decided the following trustees will hold the following committee assignments:

Finance – Robert Brown

Administration and Personnel – Linda McNamara and Michael Belica

Ethics Officer – Linda McNamara

Building and Property – Cindy Keck and Karen Hannah

E. Ethics Resolution

The board reviewed the resolution passed in 2004 and made no changes.

F. Landscaping contract

On a motion made and seconded, the board unanimously approved the landscaping contract for seasonal services from Sitarz Landscaping as presented.

G. Per Capita Grant requirements

Matthew Suddarth reviewed the per capita grant requirements for the next three years.

H. Serving our Public

The board reviewed the chapter titled, “Reference, Reader’s Advisory & Bibliographic Instruction” in *Serving our Public: Standards for Illinois Libraries*.

**XIII. Other Business**

None.

**XIV. Adjournment**

On a motion made and seconded, the board adjourned the meeting at 9:50 p.m. The next meeting of the board will be held Wednesday, May 21 at 7:30 p.m.

Respectfully submitted,  
Cindy L. Keck, secretary