

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

April 8, 2009

**I. Call to Order**

The meeting of the Winfield Public Library board of Trustees was called to order at 7:36 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

Present:

Carol Tenyak-O'Connor

Cindy Keck

Robert Brown

Ida Lee

Absent:

Laura Slivinski

Michael Belica

Denise Carlson

Matthew Suddarth

Also present: Anne Mareachen

**IV. Approval of Agenda**

Brown moved approval of the agenda with the change of moving the swearing of new trustees to after Approval of Agenda. Lee seconded. Ayes, all present.

Anne mareachen, Village Clerk, swore in Keck, Lee and Brown.

**V. Consent Agenda**

Brown moved approval, Lee seconded.

Suddarth reported moving per capita line items expenditures from wrong places back to per capita line. It now shows the correct remainder. Ayes: all present.

**VI. Communication and Correspondence**

Suddarth presented copies of several articles and letters to the editor from local papers regarding the Library referendum. He also presented an e-mail and his reply from a citizen about the referendum, a notice from LACONI about the their Annual Trustee Dinner May 15, and a memo from ALA on Kindle audio feature.

The Elhers Advisor publication is available at the library for perusal.

The West Chicago Library Board of Trustees had four opening at the April 7 election, and no one running.

The DLS Newsletter will now arrive electronically.

**VII. Citizens to Speak**

None.

## **VIII. Reports of Standing Committees**

### **a. Finance:**

Suddarth presented a proposed working budget, based on the referendum passing. Since it did not pass, he will present a revised one next month. He reports tax revenue up 5.3%. Interest income is down; fines and fees, copier fees are up. Lost books income, per capita grant income will be down. There are no anticipated impact fees for the upcoming year. Expenditures for salaries are up 5%, health insurance up 6%, and IMRF/FICA still undetermined. The three year contract with the accounting firm is up and will be negotiated. Service contracts are up due to the new copier and microfiche machines. Computer Maintenance is down. YA budget has been redistributed within line items, but remains the same total, as have periodicals. Community Reads expenses for all ages will appear under Adult Programming. \$70,000 has been put into Capital Investments to cover outside maintenance and sealcoating of the parking lot. Budget will be presented again in May for approval.

### **b. Administration and Personnel:** Suddarth reports the staff were disappointed in the referendum not passing.

## **IX. Library Director's Report**

- Suddarth will meet with Steve Larson to discuss alternative funding sources for a handicapped accessible entrance
- Dan McCurdy of AMSCO Engineering is talking with Acitelli Heating and Air conditioning about fixing the air conditioning unit that kicks on during the heating cycle
- 21 people attended the Battlefield Balladeers program. The next program is April 23
- One of the couches downstairs was cut. A police report was filed. Suddarth is getting estimates on repairs and replacement.
- Suddarth attended the TIF review board meeting. A report is attached to the April 2009 agenda.
- The Friends book sale raised about \$1,500
- Suddarth attended the Winfield Chamber of Commerce Lunch, the Winfield Historical Society meeting, Winfield Candidate's Night, DLS Legislative Advocacy Committee, a DLS program on HR Perspectives on Employment Law Compliance, presented to the CDH Community Chest Program committee, the TIF Review Board, and the ILA Public Policy Committee
- There are many bills before State and Federal legislatures affecting libraries. Summaries are attached to April 8, 2009 board packets. Important federal legislation concern the expiration of the Patriot Act 12-31-09.
- Rozanne and Nuccia attended the Children's Literature Conference at NIU
- DLS Day is Monday, May 18 at Pheasant run

## **X. Old Business**

### **A. Facility Plan Committee**

Suddarth presented pieces of concrete that have fallen off the back steps. He also presented three options for dealing with the building in light of the referendum not passing.

The next step is to do a walk-through with the architects, and determine which repairs must be done this year, and the estimated costs for such repairs.

Board consensus was to put a referendum on the ballot in spring 2010. Tenyak-O'Connor said many people notice the flooding in the parking lot and wonder why the building project wasn't going to address that issue. Maybe can roll a bit of parking lot work into the next proposed project. Suddarth will get costs of hiring a consultant to run focus groups, to determine why people voted as they did, and to help the Board plan the next steps.

- B. CDH Grant  
Results will be announced April 17, 2009.

## **XI. New Business**

- A. Swearing in of New Trustees – moved to previous spot in agenda
- B. Election of Officers  
Tabled until May 2009 meeting, giving time to review applicants for open Trustee position
- C. Consideration of Committees  
Tabled until May 2009 meeting, giving time to review applicants for open Trustee position
- D. Board Meeting Calendar  
Reviewed and accepted
- E. Notary Public Services  
Board agreed to wait until new laws take effect in June, then discuss again. Suddarth will check with other libraries in DLS to see if anyone has gotten a legal ruling on Library's liability concerning staff members who notarize as part of their duties.
- F. Ethics Resolution  
Reviewed, no changes at this time. Will review again after new State ethics legislation passes
- G. Furniture Replacement/Repair and Additional Fixtures for YA and YS departments  
Suddarth reported on estimated costs
- H. *Serving Our Public* – Public Services: Reference and Reader's Advisory Services  
New copies of book passed out. Reviewed.

## **XII. Other Business**

Suddarth proposed adding a segment to New Business each month, scheduling a short Trustee Training video each meeting for the next year. Board agreed.

An analysis of the community survey is ready, and a presentation will be given at a future meeting.

Brown asked Suddarth to check with the lawyer to see if the Library is obligated to publish legal notices in the Winfield Register.

## **XIII. Adjournment: 9:35 p.m.**

Respectfully Submitted,

Cindy L. Keck