

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

April 13, 2011

- I. OPENING** The meeting was called to order by President Tenyak-O'Connor at 7:32 PM
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**  
Present: Tenyak-O'Connor, Brown, Keck, Lee, Vanco, Petitti, Shanahan  
Also Present: Matthew Suddarth, Matt Hichens
- IV. APPROVAL OF AGENDA**  
Lee moved approval of the agenda as presented; Petitti seconded. Ayes: all present
- V. BUILDING PLAN**  
Matt Hichens presented drawings of the upper level renovation suggestions, including furniture placement, and of the lower level with furniture placement. R. Carlson and Sons provided to Hichens general costs for each portion of the renovation plans. Discussion regarding the women's washroom on the upper level was held, with the conclusion that removing the inner door would make the room easier for people with strollers. Discussion was held regarding the immediate cost and the long term savings if the elevator pit is dug at the time of the initial building of the north end vestibule. Hichens suggested the most cost efficient way to do the renovation is to do it all at once, rather than do each section, spread out over several years. If the project is done all at once, the estimated time the library would need to be closed or moved is four months. Another suggestion is to move sections in and out of the meeting room, and renovate an empty section of the library at a time. Suddarth will explore financing options with Ehlers and Associates, and present options.
- VI. CONSENT AGENDA**
- A. APPROVAL OF MINUTES OF THE MARCH 9, 2011 MEETING
- B. FINANCIAL REPORTS
- C. APPROVAL OF BILLS  
Suddarth noted that the bank is exploring the issue of NICOR wrongly returning a check for NSF.  
Brown moved approval of the consent agenda as presented; Lee seconded. Ayes: all present
- VII. COMMUNICATION AND CORRESPONDENCE**  
A general notice was received from Attorney Ritzman regarding human resource issues.  
An advisory from LIMRiCC was received regarding unemployment insurance changes that will not affect Winfield.  
Notice from the Secretary of State of approval of a \$1.02 per capita grant was received.  
Several articles about libraries, electronics, and e-books were presented.
- VIII. CITIZENS TO SPEAK - None**
- IX. REPORTS OF STANDING COMMITTEES**
- A. FINANCE – WORKING BUDGET  
Suddarth presented the working budget for the upcoming fiscal year, with explanations. The budget will be voted on at the May meeting.
- B. ADMINISTRATION & PERSONNEL  
Staff continues to adjust hours and assignments in response to recent resignations. Davy Taylor will return to work for the summer, and a summer page will be hired.
- C. SYSTEM REPRESENTATIVE  
There will be a farewell luncheon for DLS on June 20 at noon. The consolidated system, RAILS, is looking for nominations for the new Board.
- D. BUILDING & PROPERTY
- a. EAST WALL PROJECT  
The concrete has been adjusted and the perpetual puddle is gone. R Carlson and Sons will oversee repainting the stairs when the weather warms up.
- b. UPPER LEVEL FURNACES – MAINTENANCE PROPOSAL  
Keck moved approval of a maintenance contract with Leslie Heating and Cooling as presented; Shanahan seconded. Ayes: 4, Nays: 1, Abstain: 1  
Suddarth reported Leslie Heating and Cooling is coming out to look at why one end of the building is not cooling properly.

**X. LIBRARY DIRECTOR'S REPORT**

Circulation was over 10,000 in March.

The company that supplies our downloadable books is considering offering e-books also.

The concrete repair service we have used in the past has looked at the stairs and other places that need work, and estimates repairs would cost around \$15,000.

Midwest Sealcoat has quoted a price of \$1,940.00 for sealcoating and restriping the parking lot.

There are many pieces of legislation that could affect libraries before state and federal legislatures. Details can be found in the attached Director's Report. None of the issues are urgent at this time.

The Friends' book sale was successful.

Suddarth is working on staff evaluations.

Suddarth and Lee presented our application for the CDH Community Chest grant on March 19.

**XI. OLD BUSINESS**

**A. DISTRICT CONVERSION DISCUSSION**

With four new Trustees on the village board, it was agreed to table discussion until June.

**B. LONG RANGE PLAN**

Suddarth, Shanahan and Katie Clark met with the COD class. The class will present their designs to Shanahan and Suddarth next week, and they will present to the board in May. Shanahan will send the proposals via PDF file to Trustees to preview.

**C. DRUG AND ALCOHOL FREE LIBRARY POLICY**

Suddarth suggests coordinating the General Policy, Drug and Alcohol Free Library Policy, and the Personnel Policy, so each refers appropriately to the others. They will all be reviewed at the May meeting.

**D. TABLE IN SMALL MEETING ROOM**

Suddarth is looking into proper disposal ideas.

**XII. NEW BUSINESS**

**A. LANDSCAPE CONTRACT**

A proposal from Sitarz Landscaping and Maintenance for seasonal work was presented, along with an explanation from Mr. Sitarz about his choice of organic fertilizer and chemical weed control products.

Brown moved acceptance of the contract for \$3,120.00 for the season as presented; Vanco seconded. Ayes: all present

**B. AUDIT CONTRACT**

A proposal from Mueller and Co., LLP, for audit services was received. Brown moved acceptance of the proposal as presented; Petitti seconded. Ayes: all present

**C. PUBLIC LIBRARY NON-RESIDENT LIBRARY CARD RESOLUTION**

Brown moved the library use the tax bill method and the monthly rental methods to figure the amount non-residents will pay for library card for the upcoming year; Lee seconded. Ayes: all present

**D. ETHICS RESOLUTION: no changes**

**E. SERVING OUR PUBLIC – PUBLIC SERVICES: REFERENCE AND READER'S ADVISORY SERVICES**

Suddarth will cover reference training for all staff during staff meetings, since library systems and LACONI are offering fewer continuing education programs.

**XIII. OTHER BUSINESS**

Staff needs a day to meet to plan for and discuss the summer reading program. Board approved closure of the library for the morning only of May 20.

Petitti requested Suddarth give a presentation on the advantages and disadvantages of district library vs. municipal library.

**XIV. ADJOURNMENT**

Brown moved for adjournment at 9:55 PM. Vanco seconded.

Respectfully submitted,

Cindy L Keck, Secretary