

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 28, 2010

I. Opening

II. Pledge of allegiance

III. Roll call

Present: Carol Tenyak-O'Connor, Ida Lee, Mary Vanco, Cindy Keck

Absent: Bob Brown, Robert Petitti

Also present: Matthew Suddarth, Mike Shanahan

IV. Approval of agenda

Lee moved approval of agenda as presented. Vanco seconded. Ayes: all present

V. Consent agenda

A. Approval of minutes of the March 10, 2010 meeting

B. Financial Reports

C. Approval of Bills

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

VI. Citizens to speak

None.

VII. Reports of the standing committees

A. Finance – Working budget

Suddarth reviewed the working budget as presented. Changes include transferring in \$75,000 from the reserve fund to cover costs related to construction, and additional salaries. Salaries for the pages are subject to the automatic increase in the state minimum wage law, and Suddarth anticipates adding hours as library use increases. Discussion followed. Working budget will be presented for approval at the May meeting.

B. Administration and personnel – Closed session to discuss library director's annual review (5 ILCS 120/2(c)(1))

At 7:47 Lee moved the board to closed session to discuss the director's review.

Keck seconded. Tenyak-O'Connor: yes. Keck: yes. Vanco: yes. Lee: yes.

Board returned from closed session at 8:00 p.m.

Keck moved the Board adopt a salary increase for Suddarth, and a percentage of increase for staff for Suddarth to administer, as discussed and agreed upon in closed session. Vanco seconded. Ayes: all present.

C. System representative

Lee reported that Voices of Vision, the division of DLS that provides services to vision impaired residents, will close in October 2010, due to not receiving funding from the state legislature. There is a retreat on May 23 for the library systems to work on consolidation plans.

VIII. Old business

- A. Facility plan committee – Awarding of East Wall Projects
Following review of the architect's recommendations, Lee moved to enter into a contract with R. Carlson & Sons of Mokena to complete the east wall project as bid, not accepting either alternate bid, for a total of \$72,523.00. Vanco seconded. Ayes: all present.
- B. Closed session for consideration of new trustee (5 ILCS 120/2(c)(3))
At 8:15 p.m. Keck moved the Board move into closed session for the consideration of appointing a new trustee. Lee seconded. Tenyak-O'Connor: yes. Lee: yes. Vanco: yes. Keck: yes. Board returned to open session at 8:19 p.m.
- C. Landscape contract
Legal counsel Ritzman advised it is not necessary to include prevailing wage language in a landscape contract this year, but recommends checking with current Illinois Department of Labor rulings in the future. Lee moved approval of the landscaping contract with Sitarz Landscape and Maintenance, Inc. for April 1, 2010 through November 30, 2010, as presented. Keck seconded. Ayes: all present.

(Brown arrived 8:26 p.m.)

IX. New business

- A. Audit contract
Keck moved approval of the audit contract with Mueller & Co., LLP as presented. Lee seconded. Ayes: all present.
- B. Election of officers
Upon nominations from the floor, acceptance by trustees, and consensus, the following slate of officers will preside for the next year:
President: Carol Tenyak-O'Connor
Treasurer: Bob Brown
Secretary: Cindy Keck
- C. Consideration of committees
By consensus, the following committee positions are assigned for the next year:
Finance: Bob Brown
Administration and Personnel: Mary Vanco, Carol Tenyak-O'Connor
Ethics Officer: Carol Tenyak-O'Connor
System Representative: Ida Lee
Building and Property: Mary Vanco
- D. Board meeting calendar
Accepted as presented.
- E. Ethics resolution
Reviewed. No changes.

F. Appointment of new trustee

Keck moved the Board appoint Mike Shanahan to fill the unexpired term left open by Denise Carlson's resignation. Lee seconded. Ayes: all present. Shanahan will be sworn in at the May meeting and will serve on the Building and Property committee.

X. Other business

Roger Ritzman will be at the May meeting to discuss procedures for becoming a district library.

Board discussed plans for providing lunch for the staff at the May 7 staff in-service.

XI. Adjournment

Brown moved and Keck seconded for adjournment at 8:56 p.m.

Respectfully submitted,
Cindy L. Keck, secretary