

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

August 19, 2009

7:30 p.m.

1. **OPENING**

The meeting was called to order by Bob Brown at 7:38 PM

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Present: Brown, Slivinski, Lee, Keck

Also Present: Matthew Suddarth, Director; Roy Groesbeck, CPA, CCIFP, of Mueller & Co., LLP; Matt Hichens and Janet Puvogel of newmanArchitects

4. **APPROVAL OF AGENDA**

By consensus Board agreed to move the audit report and the facility plan committee report to before the Consent Agenda.

Audit Report: Roy Groesbeck reviewed the audit report for the year ended April 30, 2009. All standards are met, and the library is on sound financial footing. Board members are urged to Call Groesbeck if there are questions in the future about the report.

Facility Plan Committee: Matt Hichens and Janet Puvogel presented drawings for four repair projects. The plan to replace four outside doors on the east side of the building was presented as ready to go. It includes changing the southern upper level door to swing inwards. Suddarth requested the southern door on the lower level have as large a window as possible to let in more light. Plans will be changed to accommodate that.

The plans for removing bricks from the east wall, improving the drainage behind the bricks, and rebricking was presented. It was approved as presented.

Separate plans for replacing the walkway and stairs, and for replacing the railing were presented. Plans include an enlarged area of refuge outside the door exiting the Youth Services area. The south and west doors from the upper level are sufficient to meet code during the construction phase when the east doors will be unavailable for emergency egress. Hichens asked the board to consider replacing the concrete walkway and stairs with steel. This would eliminate the problem of water accumulation and water running into the brick wall. After discussion, the board agreed on choosing steel walkway and stair treads, with Hichens to investigate a coating on the stair treads similar to what it put into truck beds to prevent rust. It would be more efficient to include the stairs and railings into one project if the stairs and walkway are all steel. Hichens will rework plans and present again at September 9 meeting.

5. **CONSENT AGENDA**

A. **APPROVAL OF MINUTES OF THE JULY 8, 2009 MEETING**

B. **FINANCIAL REPORTS**

Report received has the wrong title page, but numbers are correct

C. **APPROVAL OF BILLS**

Slivinski moved acceptance of consent agenda. Keck seconded. Ayes: all present

6. **COMMUNICATION AND CORRESPONDENCE**

Deferred to end of meeting

7. CITIZENS TO SPEAK

None

8. REPORTS OF STANDING COMMITTEES

A. FINANCE

1. AUDIT REPORT (previous in meeting)
2. 2009 TAX LEVY

Presented for review. Suddarth will present again in September with more precise numbers.

BOARD MEETING ADJOURNED AT 8:35 pm

B. ADMINISTRATION AND PERSONNEL – CLOSED SESSION TO DISCUSS APPOINTMENT OF NEW TRUSTEE (5 ILCS 120/2(c)(1))

Deferred until September meeting

C. SYSTEM REPRESENTATIVE

Ida Lee will be appointed to DLS Board August 20, 2009

9. LIBRARY DIRECTOR'S REPORT

The meeting room has been painted, and new sod has been laid. The parking lot will be seal coated as soon as weather permits on a Sunday. Bradberry Tuckpointing has put in a bid for repairing the concrete on the front steps. Ceiling tiles in women's bathroom downstairs have been replaced.

Federal money coming to the state will be used this year for state library expenses and other non-grant proposals, so there will be no LSTA grants. Per capita grants will be cut, probably 16% less than this year's amount of \$1.21 per capita. The state library building grant programs will be funded at a higher amount than last year, and there is \$50M available for library construction. The stairs project may qualify for funding. Suddarth will investigate.

A new Freedom of Information Act has been passed.

Summer reading was a success. "Community Reads" kicks off next month.

Suddarth reported on many meetings attended, with details in his written report. Included is a report on sessions attended at ALA Annual Conference

10. OLD BUSINESS

A. FACILITY PLAN COMMITTEE – STATUS OF SPECIFICATIONS FOR BUILDING REPAIRS

Previous in meeting

B. CONFIDENTIALITY POLICY

Deferred until September meeting

C. PERSONNEL POLICY

Deferred until September meeting

D. MARKETING PLAN COMMITTEE

Deferred until September meeting

11. NEW BUSINESS

A. INTERNET POLICY

Deferred until September meeting

B. REFERENCE POLICY

Deferred until September meeting

C. PER CAPITA GRANT – FACILITY MAINTENANCE PLAN

Deferred until September meeting

D. *SERVING OUR PUBLIC* – TECHNOLOGY

Reviewed by all present

E. TRUSTEE TRAINING VIDEO – “MEETINGS: LAND OF CONFUSION”

Viewed by all present

12. OTHER BUSINESS

13. ADJOURNMENT

Communication and Correspondence

DLS has hired Tom Sloan as an Executive Director.

DLS Board elections will be in September.

A thank-you letter was received from Winfield Historical Society about help with the Run.

National Library Legislative Day in Washington DC in 2010 will be combined with Library Advocacy Day.

Laura Caldwell is the featured speaker at the DLS Scholarship Dinner and Silent Auction Sept. 18, 2009.

The Illinois State Library will use funds usually given to LSTA grants to fund delivery services this year.

A thank-you was received from Lisa Paulsen, as resident and library science student at COD, for help received.

An advisory was received from Ehlers and Associates regarding bonds and the current market.

DLS sent a memo regarding its response to recent budget cuts.

Respectfully Submitted,

Cindy L. Keck, Secretary