

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

August 10, 2011

7:30 p.m.

I. OPENING

The meeting was called to order by Treasurer Brown at 7:31 p.m., in the absence of the Secretary, Ida Lee was appointed Secretary pro tem.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor (arrived at 7:32), Shanahan, Brown, Lee, Vanco, Petitti

Absent: Keck

Also present: Matthew Suddarth, Roy Groesbeck, Steve Larson

IV. APPROVAL OF AGENDA

Brown moved approval of the agenda as presented; Shanahan seconded.

Suddarth suggested moving item (8.A.i) AUDIT PRESENTATION and (8.D.ii) BUILDING PROJECT to after item 4. Brown amended the motion, and Shanahan agreed.

Ayes: all present

V. AUDIT PRESENTATION

Roy Groesbeck of Mueller & Co., LLP, presented the AUDITED FINANCIAL STATEMENTS for the YEAR ENDED APRIL 30, 2011. Brown moved approval of the audit, Petitti seconded. Ayes: all present.

VI. BUILDING PROJECT

Steve Larson of Ehlers & Associates discussed financing options and estimated debt service for the proposed building project with the Board. He suggested that we approach the Village about the project. Matthew Suddarth will talk to the Village Manager

VII. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JULY 13, 2011 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VIII. COMMUNICATION AND CORRESPONDENCE

Included copies of:

-A thank-you note from the Winfield Historical Society for Suddarth's volunteer help in the Winfield Run.

-The article and picture from the Winfield Post about the new logo was received.

-The thank you letter sent to Professor Blevins of the College of DuPage for having his class design the new library logo.

IX. CITIZENS TO SPEAK

None

X. REPORTS OF STANDING COMMITTEES

A. FINANCE

ii. The 2011 proposed tax levy and the 2011 Truth in Taxation table were discussed. The levy will be put on the agenda to be passed in September.

iii. Bill Roach at Chase Bank recommends that we change our commercial checking account to a "Business Plus Extra" account. Suddarth will check with Winfield Community Bank and make a recommendation to be acted on at our September meeting.

B. ADMINISTRATION & PERSONNEL

Director's review to be finished by next meeting

C. SYSTEM REPRESENTATIVE

RAILS is able to support only these priorities: Delivery, LLSAP support, Talking Book services and member communications about RAILS.

-Suddarth will attend a RAILS video conference on August 16 from 10-11 a.m.

-RAILS Board meetings will be held on August 31, 1 p.m., September 28, 1 p.m., October 21, 10 a.m., November 21, 10 a.m., December 19, 1 p.m. Beginning in January 2012, the Board will meet the 4th Friday of every month at 1 p.m.

D. BUILDING & PROPERTY

i. EAST WALL PROJECT

Meeting on August 11 with Chris Mazzone of R Carlson and Sons and our architect, Matt Hichens, about paint still peeling on stairs, and downstairs door still sticking when sun is shining on it.

ii. BUILDING PROJECT

Matt Hichens from Newman Architecture will attend the September Board meeting to discuss the upstairs lay-out in light of adding an elevator, and make a proposal for staging during construction.

XI. LIBRARY DIRECTOR'S REPORT

Reported that two high school students have been hired to replace Kelan McDonnell and Davy Taylor who are leaving.

The village board approved the library's Building & Maintenance levy on August. 4.

Tenyak-O'Connor left a 9:11 p.m.

XII. OLD BUSINESS

A. LONG RANGE PLAN

The new logo will be used on the Fall library newsletter. Stationary with the new logo will be ordered.

Four new computers for the staff will be installed on August 11.

B. DISTRICT CONVERSION DISCUSSION

None

C. TABLE IN SMALL MEETING ROOM

The Wheaton Historical Society is not interested in this item. Matt recommends that we fix it. The Board agreed.

D. PARADE

Lee and Shanahan shared plans for our parade entry. The theme will be "Remembering Classic Stories" and will feature our new logo.

E. BUILDING WALK THROUGH

A summary of our comments was presented. Suddarth is acting on some of the suggestions.

XIII. NEW BUSINESS

A. REFERENCE POLICY

No changes

B. SERVING OUR PUBLIC – TECHNOLOGY

Reviewed by all.

XIV. ADJOURNMENT

Petitti moved adjournment and Shanahan seconded at 9:35 PM

Respectfully submitted,

Ida L. Lee, Secretary, pro tem