

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

August 8, 2012

7:30 p.m.

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, Shanahan, Keck, Petitti, Vanco, Lee

Absent: Brown

Also Present: Matthew Suddarth, Matt Hichens, Karen Kristianson, Sean McGowen

IV. APPROVAL OF AGENDA

Lee moved approval of the agenda with the exception of moving item 8 D to after the consent agenda; Vanco seconded. Ayes: all present

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JULY 11, 2012 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of consent agenda as presented; Shanahan seconded. Ayes: all present

VIII. D Building and Property

Building project update, review of bid documents

Hichens and Kristianson presented detailed drawings of the proposed accessibility project, and the interior renovation. They discussed the timing of the project in relation to winter months and added costs that building in the cold might incur. Phase 1 is the addition of the elevator and vestibule, with the possibility of restrooms as an option, and renovation of the lower level north of the current adult non-fiction section. Phase 2 is renovation of the remaining lower level, and moving the youth services downstairs. Phase 3 is the renovation of the upper level. Each phase could be done concurrently or sequentially. Making all or part of the collection unavailable here, or moving the collection to another location during construction are possibilities. Suddarth will research storage options and off site operations options. Board and staff will review drawings, and continue discussion at the September meeting.

VI. COMMUNICATION AND CORRESPONDENCE

A thank-you letter was received from Literacy DuPage for supporting their program by displaying their brochures.

An advisory memorandum from the attorney was received, regarding an Open Meetings Act Amendment, noting that the general subject matter of any resolution or ordinance must be including in the subject line on the agenda of meetings.

A newspaper article about the firing of the director of the Carol Stream library was received.

VII. CITIZENS TO SPEAK

Sean McGowan of the Winfield Register asked questions regarding the construction proposal, previous construction projects, and the financial reports.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. AUDIT PRESENTATION

The audit presentation was postponed until Sept. due to the auditor being obligated to another village meeting

ii. **TAX LEVY**

A letter to the village for approval of the library's tax levy for 2012 was presented for review. It will be voted on at the September meeting.

B. **ADMINISTRATION & PERSONNEL – NEW POSITIONS**

Leslie Brittain's last day was 8/8/12. Most of her duties will be taken on by Katie Clark, who will also retain YA responsibilities. Kira Adams and Lisa Paulsen are also leaving. With a shuffling of duties in house, three new positions will be created, and have already been posted on job search sites. The new E-resources position will require an MLS. The marketing/graphic arts position and the Tech services positions will require a Library Tech certificate of equivalent. Kathy Reczek will add Interlibrary loan services to her periodical duties.

C. **SYSTEM REPRESENTATIVE**

Lee reported she went to the recent meeting in Burr Ridge, but will not be going to Coal Valley next. An electronic attendance option is offered at the Geneva site. RAILS is continuing to pursue candidates for an executive director, continuing to sell off excess furniture, and to make services more efficient.

D. **BUILDING & PROPERTY**

i. **BUILDING PROJECT UPDATE – REVIEW OF BID DOCUMENTS:** previously reported

ii. **APPROVAL TO BID CONSTRUCTION CONTRACT:** Board agreed to continue discussions as to timing of letting bids.

IX. LIBRARY DIRECTOR'S REPORT

The electrical outlets have been repaired, and outside lighting fixed.

Routine heating and cooling maintenance was done, with no reported problems.

Circulation was up 4.6% in July over July 2011.

Discussions have been held with the staff of the Warrenville library about using their facilities for meetings and programs during our renovation.

Suddarth reported on a LACONI board meeting.

Insurance policies have been reviewed with the agent.

X. OLD BUSINESS

A. **LONG RANGE PLAN UPDATE**

The committee met July 24. They discussed the use of the logo on letterhead, business card, and other items. With a few changes, printing will be ready to start soon. Most of the current goals on the LRP are being accomplished. It may be time to have another LRP planning session soon.

B. **INTERNET CONNECTION**

ATT has not given Suddarth costs of upgrading the T-1 line yet, and Comcast want to include phone service with their offer of an internet connection. For the moment we are paying the old cost on a month to month basis, with no contract.

C. **WALKTHROUGH**

Suddarth shared a compilation of comments from the July walk-through

XI. NEW BUSINESS

A. **REFERENCE POLICY**

Reviewed, no changes

B. **“GOOD OLD DAYS” PARADE**

Shanahan will design and purchase T-shirts for walkers to wear. Last year's banner will be carried.

Suddarth will order pencils to be handed out.

C. **SERVING OUR PUBLIC: TECHNOLOGY**

Reviewed by all

XII. OTHER BUSINESS

Suddarth will make arrangements with Rep Hultgren and Denise Zielinski for a time to present the READ photo, and will let board members know

XIII. ADJOURNMENT

Lee moved adjournment; Petitti seconded. The meeting was adjourned at 9:05