

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

August 14, 2013, 7:30 p.m.

Central DuPage Hospital

0N025 Winfield Rd., Winfield, IL 60190

**I. OPENING**

The meeting was called to order at 7:35 PM by Trustee Brown

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Brown, Shanahan, Vanco, Keck

Absent: Lee, Tenyak-O'Connor

Also present: Matthew Suddarth, Roy Groesbeck, Phil Mustes

(President Tenyak-O'Connor arrived, and assumed chair of the meeting at 7:40 PM)

**IV. APPROVAL OF AGENDA**

Vanco moved approval of the agenda with the exception of moving item 8.A.i. to after item 4; Brown seconded. Ayes: all present

8.V.i Audit Presentation

Roy Groesbeck of Mueller and Associates, LLP, presented the preliminary draft of the annual audit, and explained the new items pertaining to debt and to construction costs. He answered questions from the board. He reported no concerns. Brown moved acceptance of the annual audit; Vanco seconded. Ayes: all present

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE JULY 10, 2013 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved acceptance of the consent agenda as presented; Vanco seconded. Discussion followed, including Suddarth noting the monthly statement reflects a zero balance in the special reserve line item, while he will questions with the accountants He also noted money has been transferred from the debt issuance account to the checking account to pay for asbestos removal, and for the first payment to Mazur and Sons. Ayes: all present

**VI. COMMUNICATION AND CORRESPONDENCE**

The library construction project was featured in the Winfield Word newsletter.

An article from Pugh Research regarding users wanting both books and technology in libraries was shared.

Good Old Days parade application was shared.

A memo from Attorney Ritzman regarding whether or not text messages from private cell phones used during public meeting are subject to FOIA was presented. It is his advice that such messages are part of a public meeting, and must be disclosed when requested properly.

**VII. CITIZENS TO SPEAK**

None

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE

i. AUDIT PRESENTATION (previous in agenda)

ii. TAX LEVY

The proposed tax levy was presented, to be considered and voted at the September meeting

B. ADMINISTRATION & PERSONNEL

No report

**C. SYSTEM REPRESENTATIVE**

RAILS has sent out a survey about education needs to member libraries.

The next meeting is August 16 at the Geneva office.

RAILS is piloting a program to outsource delivery services in certain locations.

There will be a tour of the Bolingbrook facility on October 2, 2013, 2-4:30 PM.

**D. BUILDING & PROPERTY (in director's report)**

**IX. LIBRARY DIRECTOR'S REPORT**

Moving for the first phase of the construction project took place July 12. Asbestos removal has been finished in two phases. The first payment to Mazur and Sons was submitted. Portions of the soil in the foundation diggings needed reinforcing, but the construction manager is confident of the level of support now. The new support beams are in place, and the support column in the new meeting room has been removed.

Summer reading is over, with a small decrease in participation from last year.

There have been two minor complaints over the inconvenience of the building construction.

Suddarth and staff with met with a rep from a new company that sells periodical filling shelves.

Suddarth met with the insurance for a review, and attended several other routine meetings.

**X. OLD BUSINESS**

**A. CLOSED SESSION TO DISCUSS THE APPOINTMENT OF NEW TRUSTEE (5ILCS 120/2 (c) 3)**

Tenyak-O'Connor chose to hold discussion in open session. After receiving letters of application and talking with several applicants, she recommends appointing Dave Popham to fill the open position on the board. He will be invited to the September meeting to meet the board.

**B. GENERAL POLICY – CONSIDERATION OF CHANGES REGARDING WEAPONS ON LIBRARY GROUNDS**

Keck moved approval of the General Policy as presented; Vanco seconded. Ayes: all present

**C. CONSIDERATION OF AN ORDINANCE IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT PURCHASE AGREEMENT HERETOFORE ENTERED INTO BY THE BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF WINFIELD, DUPAGE COUNTY, ILLINOIS.**

BROWN MOVED APPROVAL OF ORDINANCE AS PRESENTED; SHANAHAH SECONDED. BROWN: YES. SHANAHAH: YES. TENYAK-O"CONNOR: YES. VANCO: YES. KECK: YES.

**D. SWOT ANALYSIS**

Shanahan presented a compilation of responses from board members and staff to the SWOT analysis questions. He and Vanco will meet to discuss whether or not this exercise will yield ideas for new long range goals.

**XI. NEW BUSINESS**

**A. POLICIES**

**i. REFERENCE**

No changes

**ii. PERSONNEL**

Keck moved approval of the proposed changes to the Personnel Policy, with editorial changes; Vanco seconded. Ayes: all present

**B. SERVING OUR PUBLIC: TECHNOLOGY**

Reviewed by all

**XII. OTHER BUSINESS**

Tenyak-O'Connor read Ida Lee's resignation letter. It was accepted with regret, and with recognition of Lee's dedication, service and hard work on behalf of the library.

Suddarth will post an opening on the board, and request letters of applications from interested persons.

Tenyak-O'Connor took a photo of the plaque in the meeting room acknowledging the contributions of the McCormick Foundation to the original building, and will offer them the opportunity to be partners again.

After discussion, the board decided to not provide leadership for the library's participation in the Good Old Days parade this year, and to instead encourage any interested staff persons to provide an entry.

**XIII. ADJOURNMENT**

The meeting was adjourned at 9:30 PM