

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 12, 2007**

I. Call to Order

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:31 p.m. by Carol Tenyak-O'Connor, board president.

II. Pledge of Allegiance

III. Roll Call

Present:

Carol Tenyak-O'Connor

Cindy Keck

Robert Brown

Michael Belica

Karen Hannah

Absent:

Linda McNamara

Laura Slivinski

Matthew Suddarth, Library Director

Also present: Ida Lee

IV. Approval of Agenda

Robert Brown moved and Karen Hannah seconded approval of the agenda. Ayes: all present

V. Consent Agenda

Karen Hannah moved and Robert Brown seconded approval of the consent agenda. Ayes: all present

VI. Communication and Correspondence

Matthew Suddarth reported the following:

- A. There is a farewell reception for Ken Gross who is retiring as director of the Roselle Public Library on December 16 from 3-5 p.m.
- B. A staff member from the West Chicago Public Library who visited the Winfield Library for a class sent a thank-you note.
- C. A patron suggested moving the circulation desk downstairs so the main entrance/exit would be closer to the parking lot.
- D. There was an article in the Winfield Register about upcoming programs at the library.
- E. There was a memo from Robert Doyle of ILA regarding children being restricted in which videos they would be allowed to check out from some libraries.
- F. There was a memorandum from DLS about the smoke free Illinois act that goes into effect January 1, 2008.

- G. There was a memo from the library's attorney, Roger Ritzman, about the retaliatory discharge case involving the Waukegan Park District.
- H. There was a memo from the Illinois State Treasurer's office advising that Illinois Funds is not at risk of losses from mortgage backed securities as the funds have not invested in them.
- I. There was an article from the Internet about modern features in libraries.
- J. There was an article from the New York Times about libraries being built or rebuilt with modern features (coffee, fireplaces)
- K. There was an article from the Love/Hate feature in the Chicago Tribune, where a reader wrote about how they love interlibrary loans.
- L. There was a memo from ALA about individual libraries developing their own brand, or brand identity.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

- A. Finance
No report.
- B. Administration and Personnel
No report.

IX. Library Director's Report

Suddarth reported that the staff room renovation is nearly completed. Some more shelving and cabinets will be added, and a new refrigerator will be ordered.

The facility planning committee has been meeting and Suddarth has spent time with Fred Schlipf working on the building program.

It is more likely that there will be a capital bill in the Illinois legislature, and that there will be money for libraries. There is nothing going on at the Federal level.

The DLS legislative breakfast was held November 19, 2007. Tenyak-O'Connor, Hannah, and Suddarth represented the Winfield Library. Over 100 people were there, including many legislators.
Illinois Library will be April 10, 2008.

Federal Legislative Day will be Tuesday and Wednesday, May 13 and 14. DLS is offering two grants to cover expenses up to \$500. Preference will be given to those who have not attended in the past and who are not library staff.

The adult program on Nov. 15 had one person in attendance. The Nov. 29 program had 10 people for "Chicago Architecture Highlights.

The editor of the Winfield Register is working on an article about the salaries of the administrators of local units of government.

Suddarth participated in an Ask Away training on-line on Nov. 28. There are now links to Ask Away on the web site.

The Winfield Historical Society met here on Nov. 15. The group is working on a long-range plan for Hedges Station, and planning for spring programs, and may be planning a trip as well.

The ILA public policy Committee met Dec. 3. The group finalized ILA's legislative priorities for 20088. Additionally, planning has started for Illinois Library Day in Springfield.

Suddarth and McNamara attended a meeting at CDH on Dec. 5. The hospital has agreed to provide library staff with flu shots this winter, and will be working with the village to form a committee to distribute funds donated by the hospital to the units of government. They will donate up to \$100K a year for three years, for projects related to health. The funds will be distributed by a committee made up of local representatives, with one member from CDH who has veto power. Suddarth will keep in touch with President Czech about who will be on the committee.

DLS Administrator's SIG met Dec. 5. DLS is looking for volunteers to serve on its Awards Celebration and Scholarship committees. DLS is going to be participating in a grant project to do websites called "Plinkit." Plinkit is a multi-state collaborative that supports open source software for developing web content. DLS is working on updating its strategic plan and is looking for focus group participants. DLS will be hosting an all day conference type workshop in the spring called "DLS Day." Suddarth is considering sending library staff to it for the spring in-service training.

The Batavia Public Library will be hosting a lecture by Michael Stephens April 17. He is a professor of library science at Dominican University and writes frequently about Library 2.0, a way of thinking about how libraries can adapt to modern trends.

Winfield Library Friends met Dec. 5. The friends have decided to donate money to continue supporting the library newsletter. They also helped with the open house on Dec. 8. The Friends will be holding a book sale in March.

There was a Chamber of Commerce board meeting Dec. 11.

There was a DLS Legislative Advocacy Committee meeting Dec. 11

X. Old Business

A. Library Walk Through – Suddarth handed out a summary of comments received. Some of the issues have already been addressed, such as upgrading the staff room, moving the handicapped parking space. There will be further discussion at the next meeting after board members have had a chance to review the information.

- B. Facility plan committee – Suddarth met with Fred Schlipf, the library’s building consultant. They revised the 28,000 sq. ft. building program and reduced it to 13,800 sq. ft. The next step is to talk with an architect about the legal aspects, variances, etc. The projected cost of Fred’s services to date is under \$2,000. He would like to meet with the board when the board is ready to finalize the program.

Hannah, Keck and Suddarth met with Matt Hichens of Newman Architecture. He called the project a “challenge” in light of the limited budget, but seemed eager to work with us.

Suddarth has attempted to contact Carol Sente of SRBL Architects, but has not made contact with them yet to set up a meeting. The board advised that if we do not hear back from them before December 25, they should not be considered.

Suddarth outlined his vision for the building, which includes building to the north of the existing building, going up two, maybe three stories, depending on what the village would allow. The top floor would be for staff use only, freeing up more space on the lower floors for public use. Brown asked about the time frame for selecting an architect. Suddarth suggested the Facility Plan committee offer the board their first choice at the January board meeting. He handed out three copies of Newman’s brochures. Matt Hichens of Newman Architecture offered to give us an estimate of his costs. We have \$1.2-1.3 million to work with, before grants. Hannah reported that libraries that have used Newman Architecture in the past have used them repeatedly. Hichens offered to do phase drawings, to help us move space around to stay open to the public during construction and renovation. He included planning for flexibility, and stated that he thinks the exterior work should look like it was intended to be there. He is concerned about the storm water situation in the parking lot, as water retention engineering and construction could take up a large portion of the money we have set aside.

- C. The search warrant policy approved last month subject to changes was reprinted and distributed. Suddarth will send it to Roger Ritzman for comments.
- D. The Unsupervised Children in the Library Policy approved last month subject to changes was reprinted and distributed.

XI. New Business

- A. By-laws: No recommended changes. Board will review them next month.
- B. Bank Safe Deposit Box Resolution: Three officers and the director have access to the box. Hannah moved and Belica seconded approval the resolution as presented. Ayes: all present.
- C. Board Meeting Dates for 2008: April 9 could be a problem, as Illinois Library Day in Springfield is the following day. Also, the May 13 and 14 legislative day in Washington is a conflict. Tenyak-O’Connor suggested moving the dates to April 16 and May 21. Hannah moved and Brown seconded accepting the dates as amended. Ayes: all present.

- D. Library Closings for 2008: Suddarth presented a list of standard closing dates, including and in-service day that coordinates with DLS Day, an all day conference type workshop. Brown moved and Belica seconded acceptance of the dates. Ayes: all present.
- E. Serving Our Public: Suddarth said a new version of the Illinois Library Laws is being published and he will order copies for the trustees. There is also a new title about public library finances in Illinois that he has ordered.

Public Relations and Marketing: Discussion followed about revision of the library's logo. The current logo incorporated the building, and after an addition may not be appropriate. The older logo doesn't reflect the current electronic services offered by the library. The idea of a logo contest was discussed. Suddarth talked about the idea of having returnable book bags printed with the library logo. Patrons could check out a bag to carry their books home, and return the bag when they returned their books.

Belica moved and Brown seconded adjourning the meeting at 8:40 p.m. The next meeting of the board is scheduled for Wednesday, January 9, 2008 at 7:30 p.m.

Respectfully submitted,
Cindy Keck, secretary pro tem