

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

December 9, 2009

**I. Call to Order**

The meeting of the Winfield Public Library board of Trustees was called to order at 7:37 PM.

**II. Pledge of allegiance**

**III. Roll Call**

Present:

Absent: None.

Carol Tenyak-O'Connor

Cindy Keck

Robert Brown

Ida Lee

Robert Petitti

Denise Carlson

Matthew Suddarth

Also Present: Mary Vanco

**IV. Approval of Agenda:** Brown moved, Lee seconded. Ayes, all present.

**V. Consent Agenda:** Brown moved approval, Petitti seconded. Ayes: all present. Suddarth reported the line item listing for YA expenses has been corrected in the financial report.

**VI. Communication and Correspondence**

Suddarth read an e-mail from Rebecca Johnson of the MERIT Foundation, saying a donation for \$1,215.00 will be coming for the children's reading program.

Suddarth handed out registration forms for the ILA Trustee Forum to be held 2/12/10 in Lisle.

A copy of the article about the referendum that was in the "TribLocal" was distributed.

A thank-you was received from Michelle Nichols, the presenter of the program on Nov. 19.

An article about the importance of Trustee orientation was handed out.

**VII. Citizens To Speak:** None

## **VIII. Reports of Standing Committees**

- A. Finance: Suddarth presented budget estimates for review. He projects the revenue for the upcoming year will be just about even with the current year. He proposed transferring \$100,000 from the reserve fund to cover anticipated expenses. Appropriations budget will be introduced in January 2010.
- B. Administration and Personnel: Mary Vanco introduced herself.
1. At 8:00 PM Brown moved going to closed session to discuss the appointment of a new Trustee (5 ILCS 120/2(c)(3)). Lee seconded. Petitti: yes, Lee: yes, Tenyak-O'Connor: yes, Brown: yes, Keck, yes.

Meeting returned to public session at 8:01 PM

2. Lee moved the appointment of Mary Vanco to fill the open seat on the Board of Trustees. Brown seconded. Ayes: all present

Mary Vanco was sworn in by Secretary Keck.

### **C. System Representative**

Lee reported DLS is sending out a survey to all interested persons, including Trustees, listing twelve services DLS offers. People are to rank the services in the order of importance. DLS will consider cuts to services as a cost saving measure, based on the results of the survey.

## **IX. Library Director's Report**

- There has been an issue with the blower on the furnace, that is being fixed
- Suddarth has filled out the grant application for the CDH Community Chest
- The carpet was cleaned Dec. 4
- The State of Illinois is currently billions of dollars behind in payments, and is incurring more debt. Per capita grant has been applied for, but no guarantee it will be paid out
- ILA Advocacy Committee has decided not to have a legislative day in Springfield, but to encourage people to meet locally with their representatives
- Nine people attended the Nov. 19 program
- Suddarth submitted the construction grant survey to the Illinois State Library that is required as part of the Library Construction portion of the state's capital bill
- Suddarth will attend an informational workshop about the changes in the FOI Act Dec. 11
- ILA will be doing a "One Day in the Life of the Library" day Feb. 10, 2010, and our library will be participating
- Suddarth attended various meetings, and presented notes on them
- The Library is now on Facebook

## **X. Old Business**

### **A. Facility Plan Committee**

CDH Community Chest grant application has been turned in. Suddarth will make a presentation Monday, February 1.

B. Referendum

Village Board approved putting referendum on the Feb. 2, 2010 ballot.

C. FOIA Update and Appointment of Officer

Keck moved Suddarth be appointed Freedom of Information Act (FOIA) and Open Meetings Act (OMA) Officer, and that he be given authority to appoint others to be FOIA and OMA officers also. Lee seconded. Ayes: all present

**XI. New Business**

A. Bylaws – The board reviewed the bylaws and agreed to change the following:

Item II under Rules: The sentence “Members of the public wishing to address the Board will be asked to kindly fill out the form...” will now read “Members of the public wishing to address the Board may be requested to fill out the form...”

This item will be revised and scheduled for approval at the January 2010 meeting.

B. Board meeting Schedule for 2010

Brown moved and Lee seconded approval of the list of meeting dates as presented.

Ayes: all present.

C. *Serving Our Public*--Marketing, Promotion and Collaboration

Reviewed.

D. Trustee Training Video – "Planning: One Bad Apple" – the board viewed the video.

**XII. Other Business: None**

**XIII. Adjournment: 9:18 PM**

Respectfully Submitted,

Cindy L. Keck