

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 8, 2010

I. Opening

The meeting was called to order by president Tenyak-O'Connor at 7:32 p.m.

II. Pledge of Allegiance

III. Roll Call

Present: Tenyak-O'Connor, Shanahan, Lee, Vanco, Keck, Petitti

Absent: Brown

Also present: Matthew Suddarth

IV. Approval of Agenda

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

V. Consent Agenda

A. Approval of minutes of the November 3, 2010 meeting

B. Financial report

C. Approval of bills

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

VI. Communication & Correspondence

A letter was received from Ehlers & Associates regarding new federal regulations for fiduciary responsibility of municipal financial advisors.

The Village of Winfield sent a press release announcing the upcoming March 2011 retirement of Police Chief Frank Bellisario.

Registration is open for the Illinois Library Association Trustee Forum February 26, 2011 in Lisle.

Several articles from the Chicago Tribune and the New York Times were presented regarding libraries and digital media.

VII. Citizens to Speak

None.

VIII. Reports of Standing Committees

A. Finance

No report

B. Administration & Personnel

No report

C. System Representative

Lee reports the merger of systems is moving forward, with a new transitory board to meet in March.

D. Building & Property

1. East Wall Project

R. Carlson is working on solving the puddle of water at the bottom of the stairs, and weather stripping for east side doors. Final payment is being held until work is finished.

2. November Building Planning Session

The November meeting with Matt Hichens, Fred Schlipf, Matthew Suddarth and Ida Lee generated the idea of making a ground-level entrance and vestibule at the north door. Youth services would move to the lower level south end, leaving the upstairs for adult and YA services. A circulation desk would be staffed downstairs. The meeting room would be oriented north and south, with areas being rearranged to accommodate more staff work areas downstairs. If the support in the meeting room area is moved, it will necessitate greater expense. It could be made smaller by removing the cement blocks currently surrounding it.

3. Upper Level Furnaces

There was a brief fire/smoke in one of the blowers above the circulation desk. The upper level of the building is currently being heated by only one unit. Insurance people have been out and are working on an amount they will pay to cover the furnace and surrounding damage to the ceiling tiles. Suddarth is getting an estimate for replacement of both furnaces and duct cleaning. The work will take one or two days at the most, and the library should be able to remain open during the work.

Keck moved that Suddarth advertise for bids for furnace replacement if necessary, and carry out replacement of furnaces if bids aren't necessary. Lee seconded. Ayes: all present

IX. **Library Director's Report**

Circulation is up 9% over last November

A plumber is working on fixing the dripping faucet in the lower level furnace room. Carpets were cleaned.

HB6913 is being left in committee at this time.

Library Systems have received their final FY 2010 funds. DLS can operate until the end of FY 2012.

COD intern has finished her work here.

Suddarth attended a meeting where payment for interlibrary loan delivery services was discussed. Costs can be passed on to patrons, but that would cause state funds for the service to be terminated.

DLS advocacy committee will begin functioning on behalf of the merged systems as needed.

Winfield Chamber of Commerce inaugural dinner will be held in January 17.

Macys has not yet committed to sponsoring the Museum Pass program past August 2011. As more information is available, it will be presented.

X. Old Business

A. District conversion discussion

Village has asked IMRF to give them a firm number of how their costs would change if the Library became a district. Long range plan

B. Long Range Plan

Shanahan presented a report from the Long Range Plan Committee. They propose that actions be taken in the following order:

Move ahead with remodeling the building

Develop a staffing plan for two circulation desks (April 2011)

Bring in a new catalog system. Suddarth has a lead on a new system that would cost \$12K the first year, but have an on-going base cost of \$800 per year after that.

Expand Programming

Implement marketing tools, including name and logo, and standard printed material templates

Expand electronic services, such as the new stock research data base

Pursue becoming a library district

XI. New Business

A. Open House

Holiday Open House presented by the staff will be Saturday, December 11, all day. Trustees are encouraged to attend.

B. Bylaws

Bylaws were reviewed and no changes made.

C. Serving our Public

The chapter on Marketing, Promotion, and Collaboration was reviewed.

XII. Other Business

Suddarth announced petitions to be on the ballot for the April 2011 election are due at the village Monday, December 20, 2010.

Central DuPage Hospital has announced another round of Community Chest grants, but has not issued guidelines for applications yet.

XIII. Adjournment

Meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Cindy L. Keck