

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

December 14, 2011

7:30 p.m.

- I. OPENING  
The meeting was called to order at 7:34 PM by President Tenyak-O'Connor
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL  
Present: Tenyak-O'Connor, Shanahan, Keck, Brown, Vanco, Lee  
Absent: Petitti  
Also Present: Matthew Suddarth, Matt Hichens, Karen Kristiansen, Dave Torga
- IV. APPROVAL OF AGENDA  
Lee moved approval of the agenda with the change of moving item 8 D ii to after item 4; Brown seconded.  
Ayes: all present
8. D ii  
Matt Hichens and Karen Kristiansen of Newman Architects presented preliminary drawings for the addition of an elevator and new entrance of the north side of the building, and reconfiguration of the upper and lower floors of the library. They reported the Otis company now has an elevator that does not require a separate ballast and mechanical room, so it will require less of a concrete pad to the east side of the elevator. There is an eight week lead time for ordering an elevator.
- Grant possibilities was discussed, particularly the State Library construction grant. Plans must be drawn and ready to bid by April 16, 2012, to apply for that grant. Then bids may not be let until after the grants have been announced, in August 2012. Tenyak-O'Connor asked if weather might then cause delays, due to a later than hoped start date. Hichens said it could, but this year the weather would not have been a factor. Newman Architects needs 8-10 weeks lead time to prepare drawings, so would need approval before the first week of January 2012.
- If contracts are approved, Newman Architects will come back with phasing suggestions. They will look at the possibility of renting storage space, versus moving items around in the building space in stages. It may be necessary to close the library for up to two weeks.
- Board asked architects to prepare a detailed drawing, ready to bid, for building handicapped accessible restrooms on the opposite side of the doorway from the elevator.
- V. CONSENT AGENDA  
A. APPROVAL OF MINUTES OF THE NOVEMBER 9, 2011 MEETING  
B. FINANCIAL REPORTS  
C. APPROVAL OF BILLS  
Lee moved approval of consent agenda; Keck seconded. Ayes: all present
- VI. COMMUNICATION AND CORRESPONDENCE  
Several articles about library usage, and about e-readers, were presented.  
The legal counsel office sent a poinsettia plant with holiday greetings..
- VII. CITIZENS TO SPEAK  
Dave Torga, a newly appointed member of the Winfield Township Board, introduced himself.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

Suddarth reported we no longer have a Sweep Account with Chase Bank. It has been converted to a different type of account.

A draft of the appropriations budget will be presented next month.

B. ADMINISTRATION & PERSONNEL

Director's review will begin next month

C. SYSTEM REPRESENTATIVE

The newly elected president of the RAILS board has resigned. A proposed new logo has been presented.

D. BUILDING & PROPERTY

i. EAST WALL PROJECT

Touch up on the paint on the stairs, and a bumper guard for the dumpster, will be completed in the spring. The project is considered finished.

ii. BUILDING PROJECT

Brown moved approval of the proposed contract with Newman Architects, with Tenyak-O'Connor having the authority to negotiate the architectural fees to terms no less favorable than the terms now listed in the proposed contract. Shanahan seconded. Ayes: all present.

IX. LIBRARY DIRECTOR'S REPORT

Batteries in the emergency lights have been replaced, carpets cleaned, and floors waxed. Phil Saas will be called in to look at a light fixtures in the adult reference area.

HB 3793 was defeated.

Staff continues to look at catalog system demos.

Suddarth reported on various meetings attended, including the Village finance committee meeting to talk about the issuance of construction bonds. The tax levy will be presented at the Village meeting 12-15-11.

RAILS is discussing outsourcing the delivery system. It would benefit some libraries, and not other.

IHLS is developing a statewide standard for system membership.

Estelle Markham of Myers-Briggs insurance presented regarding library coverage requirements and changes due to the new law regarding bonds. Some insurance companies are raising their rates drastically, to cover financial liability if board treasurers are not bonded.

Paper towels have been placed back in the restrooms, as patrons were shaking water off their hands onto the books when they exited the restrooms.

X. OLD BUSINESS

A. LONG RANGE PLAN

Shanahan presented mock-ups of letterhead, business cards, envelopes, and nametags, using the new logos. Board suggested putting titles on business cards, and making the bottom line of the stationery more closely match the upper logo and words.

Suddarth reported one public computer needs to be replaced earlier than planned, and acquiring a new catalog system is moving ahead.

B. DISTRICT CONVERSION DISCUSSION

Board agreed to remove this item for monthly agendas, and revisit the issue in the future when it becomes pertinent.

C. AUTHORITY TO SPEND POLICY

Keck moved approval of the Authority To Spend Policy, with editorial changes as discussed. Lee seconded. Ayes: all present

XI. NEW BUSINESS

A. BYLAWS

Accepted with no changes

B. OPEN MEETINGS ACT TRAINING

Suddarth reported each Board member must participate in on-line Open Meetings training, and present a certificate to be on file at the library, by Dec. 31, 2012. Trainings are not ready yet.

The compensation packages for staff making over \$75K in total salary and benefits must be posted on

the library's web site, or a note on the web site much give instructions on how to find the information at the library. Information for any staff person making more than \$150K in salary and benefits must be posted six days before the budget hearing.

C. SERVING OUR PUBLIC: MARKETING, PROMOTION, AND COLLABORATION

Reviewed by all

XII. OTHER BUSINESS

The principal at Pleasant Hill School inquired about jointly applying for CDH community chest funds, to share use of laptop computers. The Board agreed that this is not a good for the library at this time. Brown asked that any items that will likely be voted on, be noted on future agendas.

XIII. ADJOURNMENT

The meeting was adjourned at 9:47 PM