

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

0S291 Winfield Rd., Winfield, IL 60190

December 12, 2012

7:30 p.m.

I. OPENING

The meeting was called to order at 7:30 PM by President Tenyak-O'Connor

II. PLEDGE OF ALLEGIANCE

In the absence of Cindy Keck, Mary Vanco was selected to act as secretary pro tem.

III. ROLL CALL

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

Absent: Keck

Also Present: Matthew Suddarth, Rob Hanlon, Brad Townsend

IV. APPROVAL OF AGENDA

Lee moved approval of the agenda and Shanahan seconded. Ayes: all present

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE NOVEMBER 14, 2012 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

An article was presented to the board regarding a raid by the FBI of the Detroit Public Library main office.

VII. CITIZENS TO SPEAK: Resident Rob Hanlon informed the board he is running for village president. He also stated that he is pleased with the efforts of the staff, especially Nuccia Choate.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

No report.

B. ADMINISTRATION & PERSONNEL

Mary Vanco reported that the library director's position description needs a few additions to reflect current duties. These items include patron training, e-resource management, marketing and searching for alternate revenue sources. Vanco recommends that any additions be voted on by the board. More work needs to be done on this project, including modification of the current evaluation form. Work on this project is expected to continue for several more months.

C. SYSTEM REPRESENTATIVE

Lee reported Dee Brennan has accepted the position of RAILS Executive Director, and will begin Jan. 2, 2013.

D. BUILDING & PROPERTY

i. BUILDING PROJECT UPDATE – Newman Architecture has provided the staff with color samples of carpet, paint and tile.

ii. STATUS OF CONSTRUCTION MANAGER SEARCH

Suddarth stated he is getting samples of RFQs to use as a template for the document. He also needs to discuss the actual qualifications with architect Matt Hichens as he has no idea what we need to be looking for.

- iii. **PRESENTATION OF FINANCING OPTIONS:** Brad Townsend of Ehlers and Associates presented the options for financing using debt certificates. After a discussion, Robert Petitti moved and Mary Vanco seconded that the library not pursue financing through the village but rather issue debt certificates on our own. Ayes: all present.
- iv. **PRESENTATION OF COST ESTIMATES FOR MOVING, STORAGE, AND RENTAL SPACES**
Suddarth reported a representative from Hallett Movers has been to the library and will be submitting a proposal.

IX. LIBRARY DIRECTOR'S REPORT

Fall HVAC maintenance is complete.

The library has been informed that it can definitely issue debt certificates.

Suddarth and several trustees attended the village board meeting on December 6th.

The library has received a donation of \$1,700 for the summer reading program and \$1,000 for the building project from a resident.

Suddarth spoke to a class at Dominican University about public libraries.

The library held its annual Open House on December 8

Suddarth updated the board about the status of the library's e-book program.

X. OLD BUSINESS

A. LONG RANGE PLAN UPDATE

New catalog system, increasing accessibility to the building, and adding electronic services are moving ahead.

XI. NEW BUSINESS

A. CLOSED SESSION TO REVIEW MINUTES OF CLOSED SESSIONS (ILCS 120/2 (c) 21)

At 8:15 p.m. Lee moved the board move to closed session for the purpose of reviewing the minutes of closed sessions. Shanahan seconded. Ayes: Tenyak-O'Connor, Shanahan, Vanco, Petitti, Lee, Brown.

The Board returned to open session at 8:31p.m.

B. BYLAWS

The board reviewed the Bylaws and made no changes.

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

Reviewed by all

XII. OTHER BUSINESS

Suddarth asked the board if they had a preference for the location of meetings once the meeting room is no longer available due to construction. It was the consensus of the board to meet at Central DuPage Hospital if a room is available there.

XIII. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,
Mary Vanco