

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**February 13, 2008**

**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  
Karen Hannah

Absent:

Linda McNamara  
Laura Slivinski  
Michael Belica

Matthew Suddarth, Library Director

Also present: Ida Lee

**IV. Approval of Agenda**

Karen Hannah moved and Robert Brown seconded approving the agenda. Motion approved unanimously.

**V. Consent Agenda**

Karen Hannah moved and Robert Brown seconded approving the agenda with the January minutes removed. Motion approved unanimously.

**VI. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. The library received a letter from a patron commending the staff, especially Katie Clark.
- B. The ILA Trustee Forum is scheduled for February 23, 2008 in Lisle.
- C. The ALA announced that grant money is available for people to attend the National Library Legislative Day in Washington, DC.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. Finance

- 1. A draft copy of the appropriations budget was presented. The village does not need the final copy until after the library's March meeting, so final draft and approval will be held until then.

2. Planned expenditures: For general information, Matthew Suddarth presented a list of expected major expenditures for the remainder of the fiscal year. They include the following:
  - a. Wireless Internet
  - b. Photocopier
  - c. Software for event registration and use of the library's web site.
  - d. Microfilm reader: discussion followed about the frequency of the machine's use, the possibility of keeping a dedicated computer for the current reader to avoid the non-compatibility of updates to software, the use of grant money on unneeded equipment.
  - e. Continuing education: staff member Leslie Brittain will be presenting at the Reaching Forward conference so staff costs will be reduced. Matthew Suddarth reported that he did not receive the grant to attend legislative day in Washington, DC, and asked the board if they wished to pay for the trip. Since there is no current pending legislation in DC now affecting libraries, the board consensus was to concentrate of Illinois issues.
- B. Administration and Personnel  
Closed session to discuss director's review was postponed until the March meeting. Trustees are encouraged to return their director's evaluation sheets to the personnel committee.

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

Matthew Suddarth reported the following:

- A. The new water heater has been installed and cost \$960.00.
- B. The downspouts on the southwest corner are leaking and the roofer will return to fix them.
- C. Met with Matt Hichens of Newman Architecture to discuss the building project. Went over timetable and cost estimates, soil borings, and survey proposals.
- D. Most of the bills introduced in the state legislature are good for libraries, or just need to be kept an eye on.
- E. Representative Tom Cross introduced a social networking series of bills, so far they don't look like they will affect libraries.
- F. Representative Randall Hultgren is keeping the filtering bill that passed the house last year in committee.
- G. There is a bill about harassment by Internet. There is a question about the liability of a public library if it "knowingly permits" someone sending harassing messages from a library computer.
- H. There is a program about using your digital camera on Thursday, March 6.
- I. The historical program series begins in March.
- J. Matthew Suddarth participated in a strategic plan focus group for DuPage Library System.
- K. In regards to Goal IV of the strategic plan, Matthew Suddarth suggests redesigning the library's logo to text on a background. It would be flexible to use and easy to print. The web site needs to be easier and suggest changing the library's web address to something simpler like winfieldlibrary.info. Discussion

followed about whether or not the old address would still take patrons to the web site, and about the value of asking the public for suggestions for a logo design.

- L. Matthew Suddarth has applied to attend the Small Public Library Management Institute. This would be an advanced session. The committee that decides on who gets to attend will meet in April.
- M. Legislative Advocacy committee – the group has developed an Internet safety brochure. Matthew will speak at DLS day on legislative issues.
- N. A new service, Next Reads, is available through our web site.
- O. The community reads program planning is progressing.
- P. Staff member Tressa Link has processed a near record number of new items this month.
- Q. Interlibrary loans are increasing.

Karen Hannah asked if staff member Katie Clark has approached DLS about having a young adult roundtable program, and she has. Hannah asked if she could talk with DLS also.

## **X. Old Business**

### **A. Facility plan committee**

Matthew Suddarth reported the following:

1. He discussed the project with Neil Kelley at the Illinois State Library. Kelley said that we should apply for the \$125,000 building grant rather than an accessibility grant.
2. As part of a discussion with Matt Hichens of Newman Architecture, Hichens reports that if we could raise \$1,800,000 we would have a better chance of building the proposed 14,000 square foot plan than if we stick to the \$1,200,000 to \$1,300,000 currently planned. Other sources of funding could include the McCormick Tribune Foundation, Illinois State Library, legislators, and Central DuPage Hospital.
3. Contract for architectural services from Newman Architecture  
Matt Hichens has to check with the owner of the firm about whether or not they can sign a contract for 5% instead of 6%. He was okay with the \$130,000 cap, but if the total cost of the project goes up, that number must go up, also. Fees for smaller and more complicated projects are usually a higher percentage of the total project cost. He recommends individual billing for printing, postage, and mileage, so we can keep track of costs as the project goes along.

Tenyak-O'Connor asked if there is a listing of each staff person's billable rate. Suddarth said yes, including the outsourced staff. Brown would like a statement that they will use the least expensive staff person reasonable for each task.

### **4. Soil test proposals**

Discussion followed about the two proposals, including whether or not each adheres to the Prevailing Wage Act, if needed. Brown moved that the contract be awarded to GEOCON, provided they provide us with a statement that they abide by prevailing wage law and if they cannot or will not, that the contract be awarded to TSC. Hannah seconded. Motion passed unanimously.

5. Survey proposals

Suddarth reported that Hichens saw no reason not to go with the lowest bidder. He has worked with both companies. Brown raised the question of the Prevailing Wage Act. Hannah moved we award the contract to Andrews Engineering for a lump sum of \$3,300.00. Brown seconded. Motion carried unanimously.

B. Board value statement

Brown suggested changing the wording to read, "...collection of materials and technology that will meet the needs of the community." Discussion followed about the need for a statement, and the purpose of it. Suggestions were made using the words, integrity, collaboration, teamwork, open discussion, respect. Some boards or entities develop a statement then post it. Brown will bring a copy of the one developed and used at Harper College. Board will revisit the statement next month.

C. Photocopier proposals

The favorite with the staff and patrons is the Panasonic DP-C213. Tenyak-O'Connor asked how many copies made each month are for in-house use and how many are paid for by patrons. Don't know. All machines collate in some way, but none have sorters. Suddarth will research the cost of on-going supplies and report next month.

**XI. New Business**

A. Wireless Internet

Lighthouse Technologies submitted a bid for the installation of the wireless network. Victorin Business Machines asked to place a bid on the equipment, but did not submit one. Brown asked if there would be a firewall between the wireless network and the library's server. Yes. Access upstairs would be via a transmitter above the circulation desk and access on the lower level via two transmitters, one in the meeting room and one in the non-fiction room. We should be able to keep count of the number of users. Suddarth borrowed heavily from Wheaton's wireless policy in developing the proposed one for Winfield, because most people who will be using it here, have used it at Wheaton. We may want to consider making the wireless connection available only during the hours the library is open. There is also a possibility the service could be access from outside of the building. It can be set up so that as more and more people access it, the bandwidth would stay the same for each user. If we need more bandwidth, we could upgrade to a T-3 line. Current policy says that anyone under 18 who wants to use a library computer needs to have a parent or guardian's signature. There is not effective way to police this with patron's use of private computers in the library building. Discussion followed about how to notify the public about this. Policy could be published in the brochure, press releases, and in answering questions as patrons come in. The wireless connection could be running in a month. Brown moved and Hannah seconded approval of the wireless Internet project as presented. Motion passed unanimously.

B. Internet Policy

Hannah noted the proposed wireless Internet policy is negatively written. Also suggested that there is not a need to be so specific about compatibility as this may change. That information could be put in brochures that can be updated more often. Suddarth reported there is a printing option available from Today's Business Solutions that will allow patrons to pay for and print their materials without accessing the library's server. Suggestions were made to blend the current Internet use policy and the new wireless policy. Brown suggested installing the system as soon as possible, but not allowing the public to use it until after the policy is adopted. Target date for public use is April 1, 2008.

C. Microform reader

Suddarth reported we have a good chance of receiving a grant from the Illinois State Library to purchase a new machine. This machine will connect to our network for printing purposes. There will not be the same issues with upgrading software as with the current machine, as the process is different. This one also allows the information displayed to be rotated so you don't have to hold your head sideways to read it. Suddarth reports patron complaints, and the staff sends them to other libraries to use their equipment. It is used for various kinds of research, including genealogy. Hannah asked about the long term need for microform. Suddarth reports it is less open to violation of copyright laws than other media. It would be about the same size as the machine we currently have. Suddarth wants to dedicate a computer to the use of this machine, because that would take one computer out of public use. Brown asked if there were other models available, or if used machines are available. Suddarth will research and return a report in March. He will also count the number of uses.

D. The board reviewed the chapter about personnel in *Serving our Public: Standards for Public Libraries*.

**XII. Other Business**

None.

**XIII. Adjournment**

On a motion made and seconded, the meeting was adjourned at 9:50 p.m.

Respectfully submitted,  
Cindy L. Keck, secretary pro tem