

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

February 10, 2010

I. OPENING

President Tenyak-O'Connor called the meeting to order at 7:34 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Also Present: Matthew Suddarth

IV. APPROVAL OF AGENDA

Lee moved acceptance of the agenda as presented. Carlson seconded. Ayes: all present

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JANUARY 13, 2009 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Lee moved acceptance of the consent agenda as presented. Carlson seconded. Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

Suddarth announced the 2010 State of the Village Chamber of Commerce meeting at 11:30 AM Feb. 2, 2010.

Patron appreciation day was Feb. 10, 2010. Snacks were served, and games and crafts available.

Secretary of State's office notified library of \$1.21 per capita grant for the current year.

DLS sent a summary of the recent survey of services. Expect cuts in services.

The Save Illinois Libraries e-mail campaign day was successful. People are urged to continue contacting the governor, comptroller, and local representatives about funding matters.

Memo from North Suburban Library System about staff and service cuts they are making.

Suddarth presented several newspaper articles about the Feb. 2 referendum.

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – APPROPRIATIONS BUDGET

Brown moved approval of the appropriations budget as presented. Lee seconded. Ayes: all present

B. ADMINISTRATION AND PERSONNEL – CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S ANNUAL REVIEW (5 ILCS 120/2(c)(1))

Tenyak-O'Connor needs three more trustee reports before processing Suddarth's review. Board agreed to return them to her by Feb. 28.

C. SYSTEM REPRESENTATIVE

Lee reported that North Suburban Library System and DLS had a joint meeting Feb. 3, 2010, to discuss how to work more closely together and to save money by sharing services. There is talk of merging the services or creating a Mega System.

DLS Trustee Round Table is March 8, 6-8 PM.

IX. LIBRARY DIRECTOR'S REPORT

Suddarth, Lee and Matt Hichens presented the library's request to CDH Community Chest committee.

Furnace issues continue. Light in lower level women's rest room has been fixed, and wasp nest taken down.

Suddarth reported on many new bills before the Illinois legislature. None are urgent, and ILA is watching them. Please see attached report for details.

Lisa Paulsen, a COD student, is doing her practicum here through March. Davy Taylor is working while he is doing his student teaching.

TLC Corporation did a demo of a new catalog system. Others will be looked at, too.

Patron management software, to help track internet usage, is being installed.

Lounge chair in the non-fiction room will be recovered.

Patrons of John's Restaurant and Tavern will get a 10% discount Feb. 14-20 if they show their library card.

Suddarth attended DLS Advocacy Committee Jan. 14.

Suddarth was sworn in as secretary of Chamber of Commerce board on Jan. 18.

Historical Society programs will be held in the library March 4, April 8, and May 6.

Friends News: Book sale is March 11-13.

X. OLD BUSINESS

A. FACILITY PLAN COMMITTEE

After discussion it was decided by consensus to proceed with the repairs to the east wall. Suddarth will contact Matt Hichens to coordinate a schedule and to have the project bid.

By consensus it was decided to engage Gail Johnson to lead the board in formulating a Long Range Plan. Suddarth will contact her and ask her to make a presentation at the March meeting. He will give her ideas for focus groups.

B. REFERENDUM UPDATE

Suddarth presented correspondence from patrons and businesses expressing disappointment with the outcome of the referendum.

C. FOIA UPDATE

Suddarth asked for legal advisement on how long to keep e-mails. The recommendation is to keep them as long as library is required to keep print records. Board asked Suddarth to explore electronic storage methods that would not necessitate buying a new software program.

XI. NEW BUSINESS

A. DISTRICT LIBRARY DISCUSSION

Board discussed advantages and disadvantages of becoming a district library, and the ways to do so.

B. LONG RANGE PLAN: Covered in Facility Plan Committee update

C. *SERVING OUR PUBLIC* – PERSONNEL: Discussed

D. TRUSTEE TRAINING VIDEO – “FRIEND, FOUNDATION RELATIONSHIP: TAKE IT TO THE LIMIT”: Reviewed

XII. OTHER BUSINESS

Suddarth asked for a change in the 2010 Board Meeting dates to accommodate travel plans.

Carlson moved to change the date of the November 2010 Board meeting to November 3, 2010. Lee seconded. Ayes: all present

Suddarth asked for a change in the staff in-service date in May, to accommodate staff who are unavailable. Board agreed.

Carlson announced her resignation from the Board effective immediately, as her family is moving to Wheaton sooner than anticipated. The Board accepted with regret, and offered thanks for her service.

Suddarth will post notice of an opening on the Board, with applicants asked to respond by March 8, 2010.

Citizens who served on the LAP task force will be invited to apply.

The ILA Trustee training event is Feb. 27, 2010, at Hickory Ridge Training Center in Lisle.

XIII. ADJOURNMENT

Respectfully submitted,

Cindy L Keck, Secretary