

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

February 8, 2012

7:30 p.m.

I. OPENING

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Absent: Vanco, Shanahan

Also Present: Matthew Suddarth

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JANUARY 11, 2012 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

An article regarding tablet and e-reader owners was presented.

A memo from attorney Ritzman regarding new legislation regarding publication of annual receipts and disbursements was handed out, along with sample wording for publication. The report can now be offered for public viewing at the library, if a proper notice of its availability is published.

An invitation to the Annual Dinner of the Western DuPage Chamber of Commerce was handed out.

An anonymous letter was received at home by one Trustee from a patron, with comments regarding one particular library patron. The Board agreed that without a name of a complainant, no response was possible.

VII. CITIZENS TO SPEAK

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – APPROPRIATIONS BUDGET

Suddarth explained corrections to computation errors, and the addition of income from fines, fees and cards, to what was presented last month. The total levied is less than last year. The Village would like the appropriations budget by the end of February. The Village will send their template to Suddarth, so our numbers can be plugged into their format, for their information only. Brown moved approval Budget Resolution L 12-1 as presented; Lee seconded. Ayes: all present

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

Keck moved adjournment to closed session at 7:48 PM for the purpose of discussing the director's annual review. Brown seconded. Tenyak-O'Connor, yes. Brown, yes. Keck, yes. Lee, yes. Petitti, yes.

The Board resumed in open session at 8:27 PM.

Petitti moved the board adopt the review and salary increased agreed upon in closed session. Tenyak-O'Connor, yes. Brown, yes. Keck, yes. Lee, yes. Petitti, yes.

C. SYSTEM REPRESENTATIVE

Lee reported RAILS is working on a standardized counting system for tracking interlibrary loan numbers. They have selected a search firm for finding a new Executive Director. The Talking Book centers in E. Peoria and Geneva are being closed, and all materials will be moved to the State Library in Springfield by 2014, but the advisory centers will remain open. The RAILS center in Rockford is scheduled to be closed, and a suitable space to rent so services can continue will be found.

Lee gave a report on the ILA Trustees Training day, including upcoming legislation, and suggestions for marketing ideas, including a tour of the library for local realtors. All Trustees are encouraged to take the Open Meetings training soon. Lee inquired if the Board has a policy on remote communication for attendance at Board meetings. Suddarth will confirm.

D. BUILDING & PROPERTY – BUILDING PROJECT

The contract with Newman Architects has been signed.

IX. LIBRARY DIRECTOR'S REPORT

Suddarth will apply for the CDH Community Chest grant, due Feb. 17.

Illinois Library Day in Springfield is April 17 and 18, and National Library Legislative DAY in Washington DC is April 23 and 24.

ILA is tracking 12 bills in Springfield, including one about using funds to install sprinkler systems, one on filtering of the internet in libraries, providing more funds for libraries needing assistance, and providing library cards to homeless persons.

There are six adults programs scheduled for the spring, including three in partnership with the Winfield Historical Society.

Circulation stats are up over last year, with only two month having less than 9,000 items circulated.

X. OLD BUSINESS

A. LONG RANGE PLAN UPDATE

Staff have narrowed the choice of catalog systems to two. More discussion will take place soon, with a decision projected by April 30.

XI. NEW BUSINESS

A. SERVING OUR PUBLIC: PERSONNEL

Staff training opportunities are fewer, with the loss of trainings provided by DLS. Succession plan and cross-training are completed.

XII. OTHER BUSINESS

Due to the number of groups inquiring about sleep-over events in the library, the Board will look into adopting a policy regarding such events. Suddarth suggested that since it would probably require adding more staff, it might be reasonable to look at the issue in a year, when we may be adding more staff to accommodate the reconfiguration of the building anyway. Board agreed.

Seventy people attended the recent program on coyotes in suburbia.

The staff in-service day is May 25. Board agreed to provide lunch for the day.

XIII. ADJOURNMENT

Meeting adjourned at 9:25 PM

Respectfully Submitted,
Cindy L Keck, Secretary