

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

0S291Winfield Rd. Winfield, IL 60190

February 20, 2013

7:30 p.m.

I. OPENING

The meeting was called to order by President Tenyak-O'Connor at 7:35 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Shanahan, Vanco, Keck, Brown

Absent: Lee, Petitti

Also Present: Matthew Suddarth

IV. APPROVAL OF AGENDA

Vanco moved approval of the agenda as presented with the exception of omitting item 8 B; Brown seconded.

Ayes: all present

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JANUARY 23, 2013 MEETING

B. FINANCIAL REPORTS

The financial report is now in a new format to meet the Government Accounting Standards Board requirement.

C. APPROVAL OF BILLS

Brown moved acceptance of the consent agenda; Shanahan seconded. Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

A sheet from ILA encouraging the support or non-support of certain bills in the spring legislative session was shared.

An article from American Libraries about the value of both print and electronic books was shared.

An invitation an event at Cadence Hospital to mark the laying of the foundation of the new Ronald McDonald House was shared.

Confirmation of room reservations for the board meetings from April through December 2013 at Cadence Hospital was received. They cannot host us in June. The location of the June 2013 Board meeting TBD.

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – APPROPRIATIONS BUDGET

Suddarth reviewed the document. Brown moved approval of the Budget Resolution L 13-01 for fiscal year May1, 2013 ending April 30, 2014; Shanahan seconded. Ayes: all present

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

Removed from Agenda

C. SYSTEM REPRESENTATIVE

Dee Brennan, the new executive director, has been holding meet-and -greet sessions in various places.

D. BUILDING & PROPERTY

i. BUILDING PROJECT UPDATE

details in items ii, iii and iv

- ii. **STATUS OF CONSTRUCTION MANAGER SEARCH – REQUEST FOR QUALIFICATIONS**
As of noon, 2/20/2013, seven packets had been received. Suddarth and Matthew Hichens will open and review them 2/22/2013. Board interviews will be scheduled for March 6, 2013, with their top choices.
- iii. **STATUS OF PROJECT FINANCING**
March 12, 2013, is the tentative closing date, when the library will received the funds. There needs to be an account ready to receive it. Board recommended Suddarth first look at Winfield Community Bank. Final papers were given to Tenyak-O'Connor who will sign them. The debt issue received an "A1" rating and the library received an "Aa3" rating from Moody's Investors Service. The final interest rate is 3.3854%.
- iv. **REQUEST FOR PROPOSALS FOR MOVING & STORAGE FOR BUILDING PROJECT**
Hallett Moving and Storage has given an estimate of \$112,000. Hichens suggests waiting until after construction bids are received and Board is certain of how many phases of the construction we will be committing to, to let bids. The scope of the job will vary according to which construction plans we move ahead with.

IX. LIBRARY DIRECTOR'S REPORT

The fire alarm has been tested, and the carpets cleaned.

The new and old catalog systems are still running concurrently, with the new system scheduled to be used exclusively starting the week of Feb. 25. The new system doesn't work well with current receipt printers, so Suddarth is looking at new printers. Fines will be collected going forward only from the new system.

OverDrive, the system for downloading e-books, should be ready by the end of February.

Work is moving ahead to get wiring ready for the new internet cable connection.

Abby Hansen, the new Marketing/Graphic Design Assistant, started January 30, 2013.

Suddarth reported on several meetings he attended.

Circulation statistics are down from last year, but higher than the previous year. No downward trends are seen.

X. OLD BUSINESS

A. LONG RANGE PLAN UPDATE

Wally's Printing is currently working on printing new stationary with the new logo. Abby Hansen will work on designing and attaining reusable name tags with the new logo.

XI. NEW BUSINESS

A. SERVING OUR PUBLIC: PERSONNEL

Reviewed by all

XII. OTHER BUSINESS

Vanco asked if there would be a different tier of fines for late or lost Nooks. Staff has agreed to treat each one as one item, with the standard fines and replacements costs.

XIII. ADJOURNMENT

The meeting was adjourned at 9:44 PM