

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 10, 2007**

I. Opening

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:30 p.m. on Wednesday, January 10, 2007 at the Winfield Public Library by Karen Hannah, Board President

II. Roll Call

Present:

Karen Hannah
Laura Slivinski
Robert Brown
Carol Tenyak O'Connor
Peter Dopper
Michael Belica
Linda McNamara

Absent:

None

Matthew Suddarth, Library Director

Also present: Albert Choate, Winfield Library Friends

III. Approval of Agenda

On a motion made and seconded, the board unanimously approved the agenda with an addition to the new business section to discuss audit proposals.

IV. Consent Agenda

On a motion made and seconded, the board unanimously approved the consent agenda minus the financial report.

After a discussion regarding the financial report, the board accepted the report subject to audit.

The disbursements for the month of December were reviewed and on a motion made and seconded, the Trustees unanimously approved the bills as presented.

V. Communication and Correspondence

Matthew Suddarth reported the following:

- A. The library received a \$100 donation from the High Lake Condominium Association. Matthew Suddarth has written a letter thanking them for their generous donation.
- B. There have been various newspaper articles recently of interest to the library.

- C. Roger Ritzman, library attorney has sent several letters regarding legal decisions that may affect libraries.
- D. We have received an update on Senate Bill 1453, which amends the Illinois Procurement Code regarding the selection of individuals and firms to provide professional services. The bill “provides that the initial evaluation procedure must be qualifications-based and that the political subdivision may not seek compensation information prior to the negotiation stage of the selection process.”
- E. We have been informed there will be a program sponsored by the DuPage Library System given by Matthew Jones, legislative consultant at the Glenside Library on January 17, 2007.
- F. Matthew Suddarth reminded the board that Illinois Library Day in Springfield will be on April 18 and 19.

VI. Citizens to Speak

Albert Choate of the Winfield Library Friends asked if the board would be posting the comments from the surveys on the library’s website. The board responded that since that had not been discussed, they did not know.

VII. Reports of the Standing Committees

A. Finance

The trustees reviewed the proposed appropriations budget for fiscal year 2008. This will be revised and reviewed again at the February meeting.

B. Administration and Personnel

- C. On a roll call vote at 7:55 p.m. the board unanimously approved moving to closed session to discuss the library director’s review. (5ILCS 120/2(c)(1)) The board returned to open session at 8:10 p.m.

VIII. Library Director’s Report

Mr. Suddarth reported the following:

- A. Current legislative issues affecting libraries.
- B. A summary of the Winfield Library Friends’ meeting.
- C. Summaries of library programs.
- D. Meetings attended.
- E. An update on the survey process.
- F. The village is currently reviewing impact fees charged to developers. After a discussion, on a motion made and seconded, the board authorized the library director and board president to discuss this issue with village officials.

IX. Old Business

Strategic plan/Survey

Matthew Suddarth reviewed the information the library had received regarding consultants to help with the survey. On a motion made and seconded, the board unanimously approved authorizing Karen Hannah to negotiate with Gail Johnson of Face to Face Communications to provide consulting services to the library for the purpose of developing a strategic plan.

X. New Business

A. General Policy

On a motion made and seconded, the board unanimously approved the General Policy as presented.

B. Personnel Policy

On a motion made and seconded, the board unanimously approved the Personnel Policy as presented.

C. Meeting room

The Winfield Library Friends had asked if they could use the meeting room on Sunday's for their book sales. A consensus was reached by the board that due to liability issues the board could not allow the Sunday use of the meeting room by the Friends organization.

D. Serving our Public

The board reviewed the chapter regarding "Core Standards" in *Serving our Public: Standards for Illinois Libraries*.

E. Audit Proposals

Matthew Suddarth presented audit proposals from four firms. The board will discuss this further at the February meeting.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:45 p.m. The next meeting is set for 7:30 p.m. on February 14, 2007.

Respectfully submitted,
Peter A. Dopfer
Secretary