

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

January 13, 2010

I. OPENING 7:35 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Robert Petitti, Cindy Keck, Bob Brown, Mary VAnco, Carol Tenyak-O'Connor, Ida Lee

Absent: Denise Carlson

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 DECEMBER 9, 2009 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of consent agenda as presented; Petitti seconded. Suddarth noted he heard from Curt Barrett, Village Manager, that the village is renegotiating its contract with NICOR, and the library may be dropped from the contract as a village building. If that happens, library would have to pay for gas costs. More information will follow. Barrett also said library would be receiving a check for over \$17K in impact fees.

Ayes: all present

(Carlson arrived 7:41 PM)

VI. COMMUNICATION AND CORRESPONDENCE

Suddarth announced the director of Metropolitan Library System will be retiring Oct. 31, 2010.

Altaff Newsletter is available at the library

E-mail received from patron acknowledging "Gracious and friendly " service

Trustees and families are invited to Bulls games at special rates

Invitation to Chamber of Commerce 2010 Inaugural Dinner give out

Articles about "7 arguments for building new libraries", "How To Thrive by Design in Tough Times", "2020: Fewer Libraries, More Locations", and "Public Internet Services More Likely to Boost Than Suppress Public Library Circulation" handed out.

Announcement of Public Library Board Members Roundtable Feb 1, 2010 handed out

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE – APPROPRIATIONS BUDGET

Suddarth presented the appropriations budget, and answered questions. The numbers are \$4,500 higher than last year, which is about a 1% increase. Budget will be voted on in Feb.

- B. **ADMINISTRATION AND PERSONNEL – CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR’S ANNUAL REVIEW (5 ILCS 120/2(c)(1))**
Board choose not to go into closed session. Director evaluation forms were handed out to all Board members. Please return to Tenyak-O’Connor by Feb. 1, 2010.
Suddarth reported on progress towards goals:
Succession plan is done, with job descriptions being finished up
Patron management software is nearly done
Referendum Committee asked Suddarth not to hold focus groups in the community at this time
Referendum work is being done
Long Range plan revision is being organized
- C. **SYSTEM REPRESENTATIVE:** no report

IX. LIBRARY DIRECTOR’S REPORT

Furnace blower is closer to being fixed. Building is warm in the meantime.
Fire alarm passed inspection Dec. 16
Davy Taylor worked over his holiday break, and probably will return for the summer
Library open house was successfully held Dec. 12.
Suddarth attended the FOIA workshop Dec. 11. Leslie and Katie have been appointed as FOIA officers. They will do on-line training soon, and go to orientation when it is available.
Suddarth attended the Chamber of Commerce Christmas after hours Dec. 15
Winfield Library Friends met Jan. 6, and agreed to donate funds to the referendum committee. The spring booksale is March 11, 12, and 13
ILA public policy committee met Jan 11.
A new slat wall display is in place in Youth Services area

X. OLD BUSINESS

- A. **FACILITY PLAN COMMITTEE:** no report, pending outcome of referendum vote
B. **REFERENDUM UPDATE**
A copy of the document from Chapman and Cutler to the Village of Winfield was handed out
C. **FOIA UPDATE**
See report above
D. **BYLAWS**
Brown moved acceptance of By-Laws as presented, with the editorial change of matching the AGENDA to one in current use; Carlson seconded. Ayes: all present

XI. NEW BUSINESS

- A. **GENERAL POLICY:** No changes
B. **SERVING OUR PUBLIC: CORE STANDARDS:** reviewed
C. **TRUSTEE TRAINING VIDEO – “ADVOCACY: TEARS OF A CLOWN”**

XII. OTHER BUSINESS

Keck asked about committee assignments in light of new Trustees. Board agreed to look at committee assignments in the spring, as per usual.
Keck will send notes of sympathy to Mary Lou Getz and Tressa Link

XIII. ADJOURNMENT

Brown moved and Keck seconded adjournment at 8:50 PM