

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

January 12, 2011

**I. Opening**

The meeting was called to order by president Tenyak-O'Connor at 7:32 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

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

Absent: Vanco

Also present: Matthew Suddarth, Matt Hichens of Newman Architecture

**IV. Approval of Agenda**

Lee moved approval of the agenda as presented; Brown seconded. Tenyak-O'Connor suggested moving item 8Dii to after the Consent Agenda to accommodate the presentation from Matt Hichens. Lee amended the motion and Brown agreed. Ayes: all present.

**VIII. Building & Property**

D.

- ii. Matt Hichens presented preliminary drawings for a reconfiguration of the lower level. Board asked questions and made minor suggestions to the plans, including adding windows in the hallway, leaving bookshelves against the North wall, and adding a movable divider wall for the meeting room. Hichens said an elevator could be added where the drawings now show a vestibule. The Board asked him to continue with drawings for the upper level.

By consensus, the Board moved remaining Building and Property items forward in the meeting.

- i. The puddle at the bottom of the outside stairs is still there. R. Carlson and Sons has stated their intention to remedy the situation, but it may wait until spring. They will also look at repainting the stairs then. Suddarth will recut their final payment check, and withhold \$1,000 until all work is finished satisfactorily.

- iii. The upper level furnaces have been replaced and are working well.

At 8:20 p.m. Tenyak-O'Connor left, and Brown acted as president pro tempor.

**V. Consent Agenda**

A. Approval of minutes of the December 8, 2010 meeting

B. Financial report

C. Approval of bills

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

**VI. Communication & Correspondence**

Invitation was received to Chamber of Commerce Inaugural Dinner Jan. 17.

Advisory from Attorney Ritzman received concerning publishing meeting minutes in a timely manner.

A copy of a letter from Metropolitan Library System public library directors to the leadership of the system merger committee was received.

Several newspaper articles about electronic books were presented.

There are open positions on the LIMRiCC board. Nominations can be sent to Suddarth.

A thank-you was received from College of DuPage for sponsoring an intern.

**VII. Citizens to Speak**

None.

**VIII. Reports of Standing Committees**

**A. Finance – Appropriations budget**

Appropriations budget was presented. There is extra money budgeted to accommodate building projects. The overall increase is 3.7% over last year's budget.

**B. Administration & Personnel**

Suddarth distributed surveys to be filled out by Board members, and returned to Tenyak-O'Connor by Feb. 1. He also handed out his past and current goals.

**C. System Representative**

The merger committee has prepared a vision, mission and values statement. By-laws are available for review on-line.

**IX. Library Director's Report**

The leaky faucet in the lower level janitor's closet has been replaced.

The fire alarm was inspected Dec. 23. A radio transmitter is installed, and AT&T will disconnect the phone line. ADT bills for the discontinued services are being discussed.

Tom Johnson has been appointed to fulfill Randy Hultgren's term.

December circulation was up 9% over Dec. 2009

Four people are running for five seats for the Library Board in the April election. Six people are running for three seats on the Village Board.

**X. Old Business**

**A. District conversion discussion**

The Village and the Library received firm numbers from IMRF about the impact of moving to a district library. Discussions continue

**B. Long Range Plan**

Suddarth presented the Long Range Plan with tentative dates for completion of projects. Shanahan reports COD will use the Library's search for a new logo as a class project this spring. He also researched "Nurturing Your Imagination" and did not find any problems with using that tag line.

**C. Unsupervised Children in the Library Policy**

**D. General Policy**

Keck explained proposed changes to the two policies. After discussion, Lee moved adopting both policies with the changes as presented; Petitti seconded. Ayes: all present

**XI. New Business**

**A. IDENTITY PROTECTION ACT**

Attorney Ritzman will forward sample policies, and will be addressed at February meeting.

**B. PUBLIC COMMENT POLICY**

A memo was received from Attorney Ritzman concerning a new amendment to the Open Meetings Act concerning public comments at meetings. The library has a policy in effect, defined in the By-Laws, so further action was not taken

**C. SERVING OUR PUBLIC – CORE STANDARDS**

Reviewed

**XII. Other Business**

ILA Board training is available February 26.

Suddarth asked for the library to be closed Feb. 4, 2011, for a staff in-service day. Board agreed.

Suddarth presented lists requested by the County Clerk concerning persons needing to fill out a statement of economic interest, which were signed by the Secretary.

Because there are fewer continuing education programs available, there are funds available in that line item. The legislative breakfast will be a breakfast in a northern suburb. The National Library Association conference is in May 2011.

Lee will be absent for the February 2011 meeting.

**XIII. Adjournment**

Lee moved adjournment at 9:32 PM; Shanahan seconded.

Respectfully submitted,

Cindy L. Keck