

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

January 11, 2012

7:30 p.m.

- I. OPENING:** President Tenyak-O'Connor called the meeting to order at 7:32 PM
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**  
Present: Tenyak-O'Connor, Brown, Keck, Petitti, Shanahan  
Absent: Lee, Vanco  
Also Present: Matthew Suddarth, Director; James Hughes, Village Trustee
- IV. APPROVAL OF AGENDA**  
Keck moved approval of the agenda as presented, Brown seconded. Ayes: all present
- V. CONSENT AGENDA**
- A. APPROVAL OF MINUTES OF THE DECEMBER 14, 2011 MEETING
- B. FINANCIAL REPORTS
- C. APPROVAL OF BILLS  
Tenyak-O'Connor asked for an editorial change to the minutes, reflecting clarification on an item in the director's report regarding a presentation on insurance options. Brown moved approval of the consent agenda as changed, Petitti seconded. Ayes: all present
- VI. COMMUNICATION AND CORRESPONDENCE**  
A flier regarding ILA trustees training Feb. 4 was handed out.  
A flier regarding ILA legislative day April 18, 2012 was handed out.  
A copy of the resignation letter from Rich Bysina, president of the Winfield Chamber of Commerce, was handed out.  
A memo from Roger Ritzman was handed regarding the publication of salaries of employees.  
A memo from Roger Ritzman regarding "At Will" employment clarification, and suggested language for personnel policies, was handed out.  
Several articles about libraries and digital media were handed out.
- VII. CITIZENS TO SPEAK**  
Village Trustee Hughes gave an update on village news, including Reliant Health Care's interest in the Winfield Fuel Property, and a prospective developer for the Madsen property. The bakery to go into Town Center is waiting on interior improvements and permits to open.
- VIII. REPORTS OF STANDING COMMITTEES**
- A. FINANCE – APPROPRIATIONS BUDGET  
A draft of the appropriations budge was handed. Trustees are encouraged to review it in

detail, address any questions to Suddarth. It will be presented for vote at the February meeting.

**B. ADMINISTRATION & PERSONNEL – DIRECTOR’S REVIEW**

Suddarth handed out copies of his progress towards goals, and proposed goals for 2012. He also handed out copies of his review form. Each trustee is to fill out the form, and return to Petitti's folder by January 25. Petitti will compile the results and present at the Feb. meeting.

**C. SYSTEM REPRESENTATIVE: no report**

**D. BUILDING & PROPERTY – BUILDING PROJECT**

An updated contract with Newman Architects, as negotiated and executed by Tenyak-O'Connor and Suddarth at the Board's request, with a cap on the upper amount of architect fees, was presented. Discussion followed regarding the cost of drawing plans for external handicapped accessible restrooms on the north side of the building, versus the advantage of having such restrooms. If the library receives grants, restrooms would be affordable. Having handicapped accessible restrooms might give us an advantage in requesting grants. If the cost of building them is too high, the money spent on having the architects draw up plans will not give us a return and could be used on construction cost for the main project.

Brown moved the Board authorize the architects to take appropriate steps, including research and drawings, to add accessible bathrooms to the project on the north side of the building. Keck seconded . Ayes: 3 No's: 0 Abstentions: 1

**IX. LIBRARY DIRECTOR’S REPORT**

The fire alarm was tested Jan 5, and worked well.

The library will receive a tablet computer on long term loan, and a collection of books, from a grant application.

The village approved the library's tax levy for 2012

**X. OLD BUSINESS**

**A. LONG RANGE PLAN**

Suddarth will present proposed stationary to staff at an upcoming meeting

**B. OPEN MEETINGS ACT TRAINING**

On-line training for Open Meetings Act is now available. Each Trustee must take the training, and bring a certificate of completion to keep on file at the library.

**XI. NEW BUSINESS**

**A. GENERAL POLICY:** No recommended changes

**B. SERVING OUR PUBLIC: CORE STANDARDS:** reviewed by all

**XII. OTHER BUSINESS**

Suddarth will be on vacation Jan. 28-Feb. 4. Turn in any bills to him by Jan. 26

**XIII. ADJOURNMENT**

Meeting was adjourned at 8:55 PM