

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
0S291 Winfield Rd., Winfield, IL 60190  
January 23, 2013  
7:30 p.m.

**I. OPENING**

The meeting was called to order at 7:30 PM by President Tenyak-O'Connor

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

Absent: Lee, Petitti

Also Present: Matthew Suddarth, Brad Townsend

**IV. APPROVAL OF AGENDA**

Vanco moved approval of the agenda with the exception of moving item VI to follow item IX. Brown seconded. Ayes: all present

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE DECEMBER 12, 2012 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

Suddarth reported the financial report will be in a revised format next month.

**VI. COMMUNICATION AND CORRESPONDENCE**

(Addressed after item IX)

**VII. CITIZENS TO SPEAK: None**

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE

The Appropriations Budget was passed for review. It will be voted on in March, with the Village Board approving it in April.

B. ADMINISTRATION & PERSONNEL

The library director's review was handed out. Board members are asked to complete the form and return it to Vanco's folder by Feb. 6, 2013.

C. SYSTEM REPRESENTATIVE

The next RAILS meeting will be Jan. 25, 2013.

D. BUILDING & PROPERTY

i. BUILDING PROJECT UPDATE

Updates are shown in the following agenda items.

ii. STATUS OF CONSTRUCTION MANAGER SEARCH

Newman Architects prepared a Request for Qualifications document to be published next week. Board members were asked to review it and return comments to Suddarth by Jan. 28, 2013.

iii. PRESENTATION OF FINANCING OPTIONS: Brad Townsend of Ehlers and Associates and

Suddarth presented an Ordinance packet through which the Board will give approval for issuing bonds to finance the proposed building renovation. Key points discussed were:

Approval of the ordinance will mean there will not need to be another meeting to accept any proposals of bond sales.

The ordinance clearly limits the payments to "not exceeding \$68, 000 per year"

Ehlers and Associates may recommend buying insurance for the bond issue, especially if it would result in a lower interest rate.

This issue will be bank qualified, which should add the number of interested investors.

Brown moved approval of Ordinance L-13-1; Vanco seconded. Brown: yes. Vanco: yes. Tenyak-O'Connor: yes. Shanahan: yes. Keck: yes.

- iv. PRESENTATION OF COST ESTIMATES FOR MOVING, STORAGE, AND RENTAL SPACES  
Suddarth reported a representative from Hallett Movers has been to the library and will be submitting a proposal.

**IX. LIBRARY DIRECTOR'S REPORT**

The lower level furnace has been repaired, the floor drain in the electrical room cleared, and the slatwall display in the AV area set up.

There are two bills in the legislature that could affect libraries.

Staff training on the new catalog system is done. Beginning Jan 23 staff will run both systems, until about Feb. 25, when the new system will be used exclusively, and available to patrons.

Library has a contract with OverDrive for e-books. It will download to Kindles, Nooks, and tablets. It will be available to the public after the catalog system goes public.

Barnes & Noble will train the staff in the Nook preloaded e-readers that will be checked out to patrons.

AT&T is looking at how to hook up the internet line, in consultation with the electrician.

Abby Hansen has been hired as the new Marketing/Graphic Design Assistant at 20 hrs/week.

The library and the Historical Society will present a program about Jackie Kennedy Jan. 24.

**VI. COMMUNICATION AND CORRESPONDENCE**

A copy of the Library certification application was shared.

There are two Board positions open on the LIMRiCC board. Anyone interested please contact Suddarth.

Results about the effectiveness of summer reading programs on reading achievement were shared.

Several articles about the future of libraries in light of the rise in electronic media were shared.

**X. OLD BUSINESS**

**A. LONG RANGE PLAN UPDATE**

New catalog system, increasing accessibility to the building, and adding electronic services are moving ahead.

**XI. NEW BUSINESS**

**A. GENERAL POLICY**

Brown moved acceptance of the General Policy as presented with the correction of changing "DuPage Library System" to "RAILS."; Vanco seconded. Ayes: all present

**B. SERVING OUR PUBLIC: CORE STANDARDS**

Reviewed by all

**XII. OTHER BUSINESS**

The Trustee Forum is Feb. 2 in Oak Brook

Two Trustees need to turn in certificates for on-line FOIA training.

The Board agreed to reimburse Trustee Petitti for the cost of lunch for staff the day of catalog training.

Knutte & Associates would like to offer a proposal for providing the audit this year. Board declined.

Classic Landscape has sent a proposal for summer landscape care. Will be considered when deciding on a firm for the coming summer.

**XIII. ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,  
Cindy Keck