

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
July 9, 2008

**I. Call to Order**

The meeting of the Winfield Public Library board of Trustees was called to order by Carol Tenyak-O'Connor at 7:33 p.m.

**II. Pledge of allegiance**

**III. Roll Call**

Present:

Carol Tenyak-O'Connor  
Cindy Keck  
Robert Brown  
Karen Hannah

Also Present:

Matthew Suddarth, Library Director  
Roy Groesbeck, Auditor

Absent:

Laura Slivinski  
Michael Belica

**IV. Approval of Agenda:** Hannah moved approval, with moving Finance report to immediately after consent agenda, Brown seconded. Ayes, all present.

**V. Consent Agenda:** Brown moved approval, Keck seconded approval as presented. Ayes: all present.

**VI. Communication and Correspondence**

Suddarth reported sending a thank-you letter to a patron for a cash donation.

Library received a letter from the CDH grant committee, expressing that the library was not chosen to receive monies this year, but with encouragement to apply again next year.

Several newspaper articles about the library were presented, including one about story hour in the Gazebo.

Trustee Day at the ILA conference has been reinstated. It is scheduled for 9/25/08, at Navy Pier. DLS will be running a bus for \$25 that day. The preliminary schedule is available at [www.ila.org](http://www.ila.org)

The attorney sent a letter regarding a recent ruling on the Freedom of Information Act. ILA has sent letters to the governor encouraging him to sign recently passed legislation.

**VII. Citizens To Speak:** None

**VIII. Reports of Standing Committees**

A. Finance: Roy Groesbeck of Mueller & Co., LLP, presented the audit. There were no reported items to note.

- B. Administration and Personnel  
No report

**IX. Library Director's Report**

- A. Carpet has been cleaned
- B. The print release station is set up. The new program previews the number of copies ordered and the price before printing, and the patrons like that
- C. Wireless printing is working now. As soon as the bugs are worked out, will start advertising wireless internet at the library
- D. Mallory Russ has resigned, and Megan Carnes will be turning in a resignation soon. Davy Taylor will be returning to college at the end of the summer. Posting for applications for pages have been put out, and several applications have come in.
- E. The Winfield Historical Society Run will be held August 9
- F. DLS Legislative Advocacy Committee met June 16.
- G. Cruzin' Winfield, the first and third Mondays of each summer month, is going well.
- H. Suddarth attended village board meeting June 19 and answered questions about the Building and Maintenance Levy
- I. The ILA Public Policy Committee will meet July 7
- J. Encyclopedia Britannica is offering on-line access for \$400 a year. Library will try it and see how it works.
- K. Of note in the circulation stats:
  - adult borrowing is up 4%
  - youth borrowing is up and down in different categories
  - YA borrowing up 55%

**X. Old Business**

- A. Facility Plan Committee  
Suddarth and Matt Hichens met and tweaked the drawings. Newman Architecture sent back two versions to be reviewed. View A (\$609K entrance only, \$414K north addition) involves a larger entrance than View B (\$549K entrance only, \$414K north addition).

Suddarth said as a building of village government, we have been receiving free gas and electricity under an agreement with the utilities. The library has now started receiving bills for gas and electricity. NICOR reports the village has requested they no longer receive therm credits, but that they receive a check from NICOR each month, and will pay their bill from that. Suddarth is checking with the utilities and with the village to see whether or not the village will pay the library's bills out of their checks, or whether or not we will receive our own checks. The value of free utilities each year is approximately \$27,000. If the free utilities benefit disappears, we will be able to pay for financing of up to \$830K instead of the larger amount we had previously planned on. The interior renovations are approximately \$70-80K. The architectural firm is asking that we pick A or B now so they can do detailed drawings in time for apply for the ILA grants in the fall.

Brown asked to compare how doing the entrance alone would meet out program

goals, as compared to how doing both sections would meet program goals. Suddarth said the entrance only would be the handicapped accessible goal, and we may be able to arrange stacks downstairs to still give flexible meeting space in the YS area.

Suddarth suggested presenting materials in a more “marketable” arrangement may help with overcrowding on the stacks, because more materials would be checked out on most days.

Discussion followed about closing off bathrooms from the meeting room after library hours, consolidating bathrooms, advantages of doing the north addition now or later, gaining and using storage space.

Brown moved and Keck seconded having the architects do detailed drawings of Plan B. Ayes: Brown, Keck Nays: Hannah, Tenyak-O’Connor.

Hannah moved having the architects do detailed drawings on Plan A, entrance only. There was no second, and the motion died on the floor.

Tenyak-O’Connor moved having the architects do detailed drawings on Plan A, including the north addition. Brown seconded. Ayes: all present.

The architect firm is asking for a contract.

- B. Board Value Statement  
Tabled

## **XI. New Business**

- A. Closed Session: tabled until August meeting
- B. Air conditioning quotes. Suddarth presented quotes from three companies, one that was recommended by the engineering firm working with Newman Architecture. Their equipment would be able to be used after the proposed renovation, too. Brown moved and Hannah seconded accepting the proposal from Acitelli Heating to replace two 7.5 condensing units, and install them, for a price of \$7,600-\$9,400. Ayes: all present. Hannah expressed thanks to the staff for their patience in dealing with the uncomfortable conditions.
- C. Collection Development Policy  
Suddarth presented proposed policy incorporating changes from last month’s meeting. Brown moved and Hannah accepting the policy as presented, with editorial changes. Ayes: all present.
- D. Bloodborne Pathogens Policy: accepted as presented
- E. Good Old Days Parade  
2008 is the 40<sup>th</sup> anniversary of Winfield Good Old Days, and the 40<sup>th</sup> anniversary of the passage of the referendum to tax for a Winfield Public Library. Discussion of participation in the parade was deferred until next month.
- F. Serving Our Public: Physical Facilities reviewed and discussed

**G. Walk-Through**

In light of the upcoming renovations, where many of the board's concerns with facilities will be addressed, Suddarth suggested board members look especially for any situation that can be corrected immediately.

**XII. Other Business:**

- A. Brown asked that the policy regarding hiring staff who are related to board members be reviewed
- B. Suddarth reported that when the parking lot was coated and striped, the two handicapped parking spaces on the south edge of the building were supposed to be striped as one handicapped and two regular parking spots. The striping company said they did not receive that instruction, and they marked the spots as two handicapped spaces. A patron who needs to use the ramp, but does not have a handicapped permit, has asked that one of the two south handicapped spaces be marked as two regular spaces, and that a 20 or 30 minute limit be posted there. Board agreed that Suddarth can deal with the situation.

**XIII. Adjournment**

Brown moved and Keck adjournment at 9:45 PM

Respectfully Submitted,  
Cindy L. Keck