

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 14, 2010
7:30 p.m.**

I. OPENING

In absence of the president, treasurer Brown called the meeting to order at 7:05 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Vanco, Petitti, Lee, Brown, Keck, Shanahan

Absent: Tenyak-O'Connor

Also present: Matthew Suddarth, Library Director

IV. APPROVAL OF AGENDA

Lee moved acceptance of the agenda, with the exception of moving the building walkthrough to immediately after approval of agenda. Vanco seconded. Ayes: all present.

All present walked around the inside and outside of the building, observing and noting items to be addressed.

Petitti arrived at 7:20 p.m.

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE JUNE 9 AND JUNE 12, 2010 MEETINGS

B. FINANCIAL REPORT

C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

ILA Trustee Day agenda, to be held Sept. 10, 2010 in Chicago was presented.

A sample letter suggested from DLS to be sent to Secretary of State Jess White was presented. Suddarth will copy and send on the library's behalf.

An advisement from Ehlers and Associates about a new date for filing for a November referendum was presented.

Several newspaper and internet articles about current library topics were presented.

A certificate from Eco Promotional Products, Inc. was presented noting a tree was planted on behalf of the Winfield Public Library by the company that supplied our cloth library bags that are now available to be checked out.

VII. CITIZENS TO SPEAK

None.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

A draft of the tax levy will be presented next month.

B. ADMINISTRATION & PERSONNEL

No report

C. SYSTEM REPRESENTATIVE

Lee reported the merger of systems is moving ahead.

D. BUILDING & PROPERTY – BUILDING WALKTHROUGH

Completed earlier.

IX. LIBRARY DIRECTOR'S REPORT

Matt Hichens has worked out a change with village that should result in a building permit being issued soon. Construction is scheduled to start the first or second week of August, and last a total of about ten days.

Governor Quinn has not announced budget allocations yet.

DLS is planning on merging with Alliance, Metropolitan, North Suburban and Prairie Area library systems, with services to begin July 1, 2011.

Denise Zielinshi's position at DLS, along with other staff positions, has been eliminated.

DLS email lists are being migrated to "Google Groups."

Attendance at adult programs has been low this summer, but youth and YA programs are well-attended.

Vision insurance will continue to be available to individual libraries, at the same rate as through DLS.

The Chamber of Commerce Board meeting was mostly concerning Good Old Days.

The library now has cloth bags available for check out, to use to carry items back and forth from the library.

Over 13,000 items were checked out in June, a new record high for Winfield Public Library. Suddarth was encouraged to issue a press release about this, and to post it on Facebook.

X. OLD BUSINESS

A. DISTRICT CONVERSION RESOLUTION

Suddarth presented a draft letter to the village concerning passing resolutions to convert the library to a library district, along with a proposed draft from Attorney Ritzman. The board instructed Suddarth to send the draft from Attorney Ritzman.

B. LONG RANGE PLAN

A temporary committee of Petitti, Vanco, and Shanahan was appointed to review the results of the Long Range Planning day, and draft a proposed Long Range Plan.

They will post a notice of their meetings.

C. GOOD OLD DAYS PARADE

Board agreed to meet at Keck's house for lunch before the Good Old Days parade on Sept. 12, 2010, and participate in the parade. Keck will check on getting a truck and flatbed, for assembly of a float.

XI. NEW BUSINESS

A. SHELVING PROPOSAL

Suddarth presented a proposal from Modern Office Interiors, Inc, for purchase of several pieces of shelving and slat wall equipment, for a total of \$3,709.05. Petitti moved acceptance of the proposal as presented. Vanco seconded. Ayes: all present

B. PER CAPITA GRANT REQUIREMENTS

Suddarth presented a list of probably requirements for theFY2011 per capita grant application. Keck will serve on a committee with staff to look at "Going Green," and Lee will serve on a committee with staff to look at a Technology Plan.

C. POLICIES

i. BLOODBORNE PATHOGENS

No changes

ii. INTERLIBRARY LOAN

No changes

D. *SERVING OUR PUBLIC* – FACILITIES

Reviewed

XII. OTHER BUSINESS

None.

XIII. ADJOURNMENT

Keck moved adjournment. Petitti seconded. Meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Cindy L. Keck, secretary