

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
July 11, 2012, 7:00 p.m.  
0S291 Winfield Rd., Winfield, IL 60190

**I. OPENING**

The meeting was called to order by President Tenyak-O'Connor at 7:02 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

Absent: Petitti

Also Present: Matthew Suddarth

**IV. APPROVAL OF AGENDA**

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

**V. LIBRARY WALKTHROUGH**

All Trustees participated in the annual Library walk-through. Petitti arrived during the walk-through.

**VI. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE JUNE 13, 2012 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

**VII. COMMUNICATION AND CORRESPONDENCE**

A letter was received from Mueller and Co, LLP, concerning the upcoming audit.

Newspaper articles regarding the ice cream social, and an article about Trustee Keck's involvement in a new playground in Wheaton, were presented.

Three on-line articles about e-books and the future of library buildings were presented.

A letter from the Illinois State Library informing that Winfield did not receive a building grant was presented.

**VIII. CITIZENS TO SPEAK: None**

**IX. REPORTS OF STANDING COMMITTEES**

A. FINANCE

Suddarth reported the annual audit is mostly done.

B. ADMINISTRATION & PERSONNEL – NEW POSITIONS

Leslie Brittain has given notice of her retirement as of Aug. 8, 2012. Katie Clark will take on most of Leslie's duties, and retain all YA responsibilities. Suddarth plans to hire a new person each for inter-library loans, public relations, and electronic resources. The electronic resources position will require a MLS.

C. SYSTEM REPRESENTATIVE

Lee reported that the position of Executive Director for RAILS was offered to two people, and they both declined the position, so search for a director is starting over. The next meeting is July 27 in Burr Ridge. The RAILS van delivery schedule has changed, but may revert to the old schedule. RAILS is working to synthesize all the systems' policies into one new group of policies.

D. BUILDING & PROPERTY

i. BUILDING PROJECT UPDATE

Suddarth plans to review drawings next week with Matt Hichens. He has spoken with Rebecca Johnson of the Merritt Foundation regarding a previous donation of \$5,000 for the building project.

ii. UPDATE ON BUILDING GRANT

Winfield Library has not been awarded an Illinois State Library building grant.

iii. APPROVAL TO BID CONSTRUCTION CONTRACT

Lee moved the drawings for the building project on the north side of the current building, go to bid;  
Brown seconded. Ayes: all present

**X. LIBRARY DIRECTOR'S REPORT**

Suddarth reported a leak in the ceiling in the women's restroom on the lower level that has been fixed.  
The air conditioning unit in the YA area is not working properly, and is being looked at.  
Phil Saas has been called to look at outlets that are not functioning properly after the recent power outage.  
No legislative news.  
The audit is nearly finished.  
Katie Clark and Suddarth have both completed the OMA and FOIA act trainings.  
Eight new public computers have been ordered.  
The village passed the library's Building and Maintenance levy.

**XI. OLD BUSINESS**

A. LONG RANGE PLAN UPDATE

The new catalog system is moving forward. Staffing reorganization is moving ahead. Marketing and electronic resources options will be addressed by the new staff.

B. CATALOG SYSTEM CONTRACT

Keck moved approval of the Auto-Graphics, Inc, contract with the rider, subject to Auto-Graphics, Inc, approving the rider; Shanahan seconded. Ayes: all present.

**XII. NEW BUSINESS**

A. INTERNET CONNECTION

Suddarth reported that the internet connection price rose dramatically due to Illinois Century Network not notifying subscribers of their annual renewal as had been done in the past. It should go back to the regular price, as Illinois Century Network has taken the task of getting it straightened out. ICN recommends upgrading to the Opt-e-man line, rather than trying to run the new catalog system on a T-1 line. Board gave Suddarth approval to look into various options for internet connections, including various amounts of bandwidth. Suddarth will report in the August meeting about the costs of installation and service on different bandwidths.

B. POLICY

i. CIRCULATION

No changes

ii. INTERLIBRARY LOAN

Editorial changes due to change of DLS to RAILS.

iii. BLOODBORNE PATHOGENS

No changes

C. SERVING OUR PUBLIC: FACILITIES

Reviewed by all

**XIII. OTHER BUSINESS**

The fall newsletter will address issues recently brought up on a local blog regarding the use of library monies for updating the building. The newsletter will highlight the increasing circulation stats, and fact that expanded data bases are available to patrons than to non-patrons of the library.

**XIV. ADJOURNMENT**

The meeting was adjourned at 9:25 PM